



## **CLASSIFICATION DESCRIPTION**

**TITLE: ACCOUNTANT**

**JOB CODE: 15 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction from the Chief Accountant, the purpose of the job is to perform moderately complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at journey professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs moderately complex accounting work according to generally accepted standard accounting principles (GAAP), established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Provides financial information to management by researching and analyzing accounting data.
- Prepares reports by collecting, analyzing, and summarizing financial data and trends.
- Prepare monthly, quarterly, and annual journal entries necessary to record financial transactions.
- Assist the Chief Accountant with the annual financial audit.
- Maintains and reconciles balance sheet accounts for all funds with assistance from accounting support personnel.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.

Date: 8/3/21

- Coordinates activities with other departments and work groups as needed.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Accounting with a minimum of 2 years' experience in the field.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess a valid Florida Driver's License.

Reference Certification Master List for eligible certification pay.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently
- Advanced knowledge and experience with spreadsheets and data analysis
- High attention to detail and accuracy of financial data preparation
- Aptitude for numbers and quantitative skills
- Current knowledge of industry, regulatory and legislative developments affecting accounting and financial reporting functions to ensure application to areas of responsibility.
- Experience with general ledger functions and the month-end/year end close process.
- Ability to understand and follow pre-established City, State and Federal policies, procedures and regulatory requirements applicable to the work.
- Ability to establish and maintain effective working relationship with other employees.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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