



Position Title:	Accountant I	Pay Grade:	PRO.PB2
Department:	As Assigned	Bargaining Unit	PRO
Employment Status:	Full-time	FLSA Status:	Exempt
Revised Dates:	2/2021; 9/19; 1/17; 4/16; 3/96	W/C Code:	8810
Established Date:	10/71	EEO Category:	Professionals
Supervisory Work:	Not Applicable	EEO Code/Name:	0207 Accountant

Job Overview Summary:

This is entry-level professional accounting work in the maintenance and review of various revenue and expenditure accounts and related fiscal records. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is assigned in terms of continuing responsibility and is reviewed by a supervisor upon completion, for overall standards of performance and the results of periodic audits.

***Note:** The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.*

Duties:

- Maintains revenue account controls; pre-audits petty cash requests, p-card usages, and payment vouchers; analyses financial data to prepare regular and special financial and budget reports; performs basic mathematical calculations.
- Prepares routine and non-routine journal and ledger entries, original entries, reconciliations and trial balances; compiles and reviews revenues, expenditures, billings and adjustments.
- Reviews and verifies invoices and receiving reports for completeness and accuracy; reviews vouchers and requests for payment.
- Reviews posting and balancing of receipts for proper fund allocation; performs financial analysis of account increases and decreases and calculates percentages of change of revenues and expenditures for use in financial reporting; extracts, classifies and summarizes information from computer reports. Assists in the analysis, calculation and preparation of year-end closing adjustments.
- May perform data processing related duties on a computer, including using available statistical packages or programs, encoding data, data entry and retrieval and limited programming.
- Assists and advises the departmental clerical staff and other City personnel, or replies to inquiries from other agencies or the public, regarding interpretation of municipal financial and accounting system practices and procedures.
- Monitors and processes any request as it relates to the storage and archiving of documents in the office.
- Assists with payroll processing for assigned department as necessary.
- May be responsible for training other employees on various duties such as payroll, Oracle, and other needed computer programs.
- Assist in updating and reviewing City-wide grant monitoring worksheet as well as in reviewing reports and invoices to Grantors for draws on grant money for reasonableness.
- May assist in preparing City-wide debt schedules and debt summary worksheets for the Comprehensive Annual Financial Report and Debt Supplement Report.
- Performs related work as assigned.

Desirable Qualifications:

Graduation from an accredited four-year college or university with major course work in accounting. Some experience in public accounting is beneficial.

Knowledge and Skills:

- Some knowledge of accounting principles and procedures as applied to municipal, general and cost accounting and relating to the methods and procedures used in the preparation of journal and ledger entries and final balances.
- Skill in the operation of adding machines, calculators, visual display terminals and other office machines used in connection with accounting work.
- Ability to apply accounting principles to the maintenance of fiscal and accounting records.
- Ability to perform detail work involving written or numeric data and to perform basic arithmetical calculations rapidly and accurately.
- Ability to analyze financial data for trends or variances and to retrieve, compile and logically summarize figures or accounts for the preparation of regular and special financial and budget reports.
- Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.
- Ability to communicate clearly and concisely, orally and in writing and to follow oral and written instructions.

Required Responsibilities:

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus*. Additional competencies are assigned based on the employee's job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

Necessary Special Requirements:

May be required to possess and maintain a valid State of Florida Driver's License at the discretion of management.

If assigned duties require the use of a personal motor vehicle, a valid State of Florida Driver's License, and an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be current.