



ACCOUNTANT



REVISION DATE: 11/19/2018	POSITION NUMBER: 420
DEPARTMENT: Finance - Accounting	PAY GRADE: 137
RESPONSIBLE TO: Accounting Manager	FLSA STATUS: Non-Exempt
WORKERS COMPENSATION CODE: 8810	EEO CODE: Professional

GENERAL DESCRIPTION:

The Accountant is responsible for creating and reconciling accurate and timely financial records for the City of Casselberry.

RELATIONSHIPS/CONTACTS:

- A. Employees Supervised: The Accountant does not have supervisory responsibilities.
- B. Interrelationships/Contacts: The Accountant works closely with all City Departments, divisions of the Finance department, vendors, other municipalities, customers and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1.0 Provides financial accounting support for the City. (95%)
- 1.1 Prepares, maintains and analyzes fiscal and accounting reports and records timely and accurately.
 - 1.2 Posts and reconciles daily cash deposits to general ledger and bank reconciliation; Rectifies discrepancies.
 - 1.3 Prepares and enters journal entries for monthly and year-end general ledger closing; Reviews all input for accuracy and identifies and corrects errors.
 - 1.4 Enters assets, determines appropriate life/classification in general ledger, ensures correct recording of additions, disposals, and transfers in general ledger.
 - 1.5 Coordinates information for annual inventory, distributes to departments, and performs related maintenance. Balances general ledger to fixed assets records. Identifies and determines appropriate action to correct errors.
 - 1.6 Records appropriate general ledger entries at year-end to record Construction in Progress projects; Determines correct way to reflect capitalization in fixed assets records; Prepares roll-forward and other asset related schedules.
 - 1.7 Adds new vendors and obtains required documentation.
 - 1.8 Performs, and confirms completion of required electronic bank deposits.
 - 1.9 Completes various monthly and year-end account reconciliations.
 - 1.10 Adheres to laws, regulations and policies of the City and of the assigned Department. Follows instructions provided by Department Director or their designee.
 - 1.11 Prepares necessary information for year-end audit and other analyses or inquiries as related to area of responsibility.
 - 1.12 Completes specific financial and accounting reports.
 - 1.13 Compiles data based on statistical computations and research techniques.
 - 1.14 Opens, sorts and distributes Finance Department mail.
 - 1.15 Assists in preparing drafts of City Commission items.
 - 1.16 Assists in the preparation of the annual budget and CAFR under the general guidance of the Accounting Manager and Finance Director.
 - 1.17 Serves as back up to the Budget Accountant.
 - 1.18 Collaborates with the Finance Department to ensure compliance with all financial policies as related to job responsibilities.

2.0 Additional Duties and Responsibilities (5%)

- 2.1 Performs all duties and responsibilities in a manner consistent with the core values of the City, and consistent with City and Department policies.
- 2.2 Follows safe working practices and has a working knowledge of safety practices and procedures.
- 2.3 Serves as backup for other members of the Accounting Division.
- 2.4 Participates in department meetings, staff meetings and other related activities.
- 2.5 Completes the identified required or assigned training timely and applies acquired knowledge and/or skills.
- 2.6 Maintains, preserves, retains and disposes of public records according to FS Chapter 119.

3.0 Emergency Management Role

- 3.1 Participates as a member of the City staff as required to take action in the event of an emergency.
- 3.2 Acts in the assigned role to support the City in disaster preparation and/or disaster recovery efforts as described in the City of Casselberry Emergency Management Plan, supervisor or designee. As a member of the Finance Department may be assigned to assist the Finance/Administration Section Chief or designee with receiving and distributing supplies, equipment, payroll processing and cost documentation for the City of Casselberry.

(These essential and additional job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The work environment and physical demands described here are representative and not intended to be all-inclusive of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made when requested to enable individuals with disabilities to perform the essential functions.

- A. **Work Environment:** This position primarily performs the duties in an office environment. The noise level in the work environment is moderate and consistent with an office environment.
- B. **Physical Demands:** The primary functions require prolonged periods of time sitting at a computer, and using hands to handle or feel. Occasionally this position will stand, walk, bend and drive. In addition, this position may be required to occasionally lift and carry up to ten (10) pounds with or without assistance of another person or utilization of lifting equipment. This position is regularly required to use vision, speech and hearing, with or without assistive devices.
- C. **Equipment/Tools and Technology Used:** This position utilizes the following tools and equipment while performing the duties of the job: Computer, phone, scanner, calculator, fax, printer/peripherals and city vehicle.
- D. **Employee Infection/Exposure Risk Classification:** Category III: Employee performs tasks that involve no exposure to blood, body fluids or other potentially infectious materials (OPIM). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid, or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contact such as handshaking are Category III tasks.

MINIMUM QUALIFICATIONS/COMPETENCIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A. **Education and Training:** A minimum of a Bachelor's degree (BA/BS) in finance, accounting, business administration or related field is required. A comparable combination of education and experience may be considered.
- B. **Experience:** A minimum of one (1) years' experience in finance and/or accounting or related field. Government agency experience is preferred.
- C. **Certificates, Licenses and/or Registrations Required:** Must possess and maintain a valid Florida Driver's license. Florida Certified Public Accountant, Certified Government Finance Officer or Certified Public Finance Officer designation is preferred. A Motor Vehicle Record (MVR) check will be made to determine acceptance

of past driving record.

D. **Security Clearance:** Florida Department of Law Enforcement background clearance is required.

E. **Knowledge, Skills and Abilities:**

- Knowledge (intermediate) of local, state and federal regulations affecting work.
- Knowledge (intermediate) of the principles and practices of modern governmental accounting and municipal financial management.
- Knowledge (intermediate) of the principles and practices of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), and IRS Regulations.
- Knowledge of business management practices.
- Skill in effectively dealing with the public and other agencies in a courteous, tactful and impartial manner.
- Skill in analyzing complex situations accurately and adopting effective and reasonable course of action.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to operate a motor vehicle.
- Ability to maintain confidential information.
- Ability (intermediate to advanced level) to utilize Microsoft Office Suite, e.g. Outlook, Word and Excel.
- Ability (intermediate to advanced level) to utilize financial accounting software and work management software suite.
- Ability to support the mission statement of the City of Casselberry: The City of Casselberry is a community that provides high quality service through dynamic leadership, strategic thinking, prudent resource management, and effective partnerships with its citizens and businesses.
- Ability to support the core values of the City of Casselberry
- Ability to support the vision of the City of Casselberry of a vibrant, affordable, diverse, and progressive community where citizens feel safe, enjoy their neighborhoods, and access their city government.

ORIENTATION AND TRAINING:

All employees of the City of Casselberry are required to complete the mandatory orientation and training as determined by their position. The orientation and training listed below is not intended to be an all-inclusive list and may be revised based on the availability of the instructor/training and/or the needs of the organization.

All City of Casselberry Employees

<i>Training</i>	<i>Date of Instruction</i>	<i>Frequency</i>
City of Casselberry New Hire Orientation	Day 1	
Harassment Free Workplace	Within 1 week of hire	Bi-Annually
Ethics	Within 1 week of hire	Bi-Annually
National Incident Management System (NIMS) – ICS 100	Prior to completion of probationary period	
National Incident Management System (NIMS) – IS 700A	Prior to completion of probationary period	
Emergency Management Plan	Prior to completion of probationary period	Annual Review

Accountant

<i>Training</i>	<i>Date of Instruction</i>	<i>Frequency</i>

This job description is not intended to identify or contain a comprehensive listing of duties, responsibilities, qualifications or orientation/training that may be required of the employee. My signature below acknowledges receipt of the job description and further acknowledges understanding that should I have a question or concern

regarding any element of the job description listed above I will contact my supervisor and/or Human Resources for clarification.

APPROVALS

Finance Director

Date

Administrative Services Director

Date

City Manager

Date