

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ACCOUNTANT (Job Code 17)

GENERAL STATEMENT OF JOB

This is a professional financial position that requires a thorough knowledge of generally accepted accounting principles, computerized accounting systems, and the application of fund accounting in a government environment. This position performs a variety of accounting and administrative duties either related to the operations of the City, Margate Community Redevelopment Agency (MCRA) and/or the Northwest Focal Point Senior Center. Work involves the maintenance of accurate fiscal records and reports for all entities, requiring initiative and independent judgment. This position reports to the City's Finance Director or designee, in coordination with the directors and staff of other applicable agencies.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Administers the accounts receivable process, and may administer the accounts payable process, including review of the accuracy of accounts payable coding.

Ensures accuracy in the coding of invoices, check payments and revenue receipts, as applicable.

May correspond with vendors and respond to inquiries to resolve billing discrepancies.

Monitors and tracks outstanding accounts receivables and reimbursements, and pursues collection of delinquent receivables.

Processes deposits, transfers, and various other transactions.

May review financial transactions and accounting of disbursements to ensure compliance with federal and state accounting and procurement standards.

Reconciles and maintains balance sheet accounts, and may prepare analysis of accounts as requested.

May coordinate payroll and analyze payroll records to verify accuracy in salaries, time accrued, if directed.

May maintain time reporting system to allocate payroll expenses to various funding sources and programs.

Maintains and reconciles various accounts, and prepares journal entries and account adjustments to correct deficiencies.

Prepares standard and custom reports, and conducts various detailed financial analysis on a regular basis for management, boards, and outside funding agencies.

Reviews month-end financial reports for accuracy and appropriateness.

Assists with implementing and maintaining internal financial controls and financial procedures.

Assists with preparation of budgets and financial statements.

Assists with annual year-end audit process and provides outside auditors with documentation as requested.

Prepares analytical reports of various projects and program tracking to ensure proper allocation of project disbursements to various grants/programs.

May prepare and submit grant funding reimbursement requests to outside funders, providing proper documentation to ensure prompt payment.

May prepare bank/investment account reconciliations and related financial transactions.

May process void checks and prepare monthly outstanding check listing.

May maintain/reconcile capital project accounting records, and fixed asset records including acquisitions, disposals, and transfers.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with major coursework in accounting, finance or closely related field; supplemented by a minimum of three (3) years of experience in management of financial systems, financial reporting and data analysis. Must have fundamental knowledge of basic accounting principles and procedures. Governmental accounting experience is preferred. Knowledge of fund accounting principles pertinent to governmental accounting is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations. Requires the ability to comprehend and utilize industry-specific terminology, i.e. engineering, legal, accounting.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines and when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic accounting principles and procedures.

Knowledge of report and recordkeeping principles and techniques.

Knowledge of financial software, and is able to operate a computer, PC, and other equipment and machinery common to a modern business office.

Skilled in both written and oral communications for effective expression and clarity.

Skilled in problem analysis, problem solving skills, and research capabilities.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to provide attention to detail in processing numbers and figures with a high degree of accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date