

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Accountant
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs intermediate-level professional work in the Finance and Administrative Services department. Applies the necessary accepted accounting principles and procedures to analyze financial information and to prepare accurate and timely financial reports and statements. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Prepares system entries including budget transfers and journal entries; completes month and year-end closing entries and posts journal entries
- Compiles and analyzes financial information to prepare financial statements and reports including monthly and annual financial statements; provides explanations for any major variances
- Compiles statistical, financial, accounting or auditing reports for management, other departments, and local, state and federal agencies
- Prepares and/or coordinates special projects and assignments, including procedure manuals, inventory financial reports and manuals
- Completes the monthly bank reconciliation including researching discrepancies, and completes reconciliations of balance sheet items
- Composes, provides input, and edits a variety of correspondence, reports, memoranda, and other material
- Maintains bank accounts and prepares wire transfers, monthly investment reports, and applicable schedules and reconciliations
- Monitors departmental spending to ensure that it is within budget; performs a budget analysis of City programs including capital improvements
- Participates in the budget preparation, including budget analysis, assisting departments, etc.
- Prepares and assembles various section of the proposed and adopted budget books

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- Prepares the State of Florida Department of Transportation Local Highway Finance Report and other reports as requested; prepares other financial analyses as required
- Works with other departments to develop an organized budget by reviewing their proposals for completeness and accuracy
- Updates and records fixed assets into the fixed assets system
- Prepares for external audit, including preparing audit schedules, updating the notes to the financial statements, and facilitating audit requests.
- Assists with the preparation of the Popular Annual Financial Report (PAFR) and the Comprehensive Annual Financial Report (CAFR)
- Assists with tracking and recording grants in the general ledger
- Assists in recording and balancing utility billing transactions
- Performs related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance or related discipline; supplemented by two (2) or more years' experience in an accounting position, preferably with a governmental or non-profit agency or with an agency that provides governmental accounting services; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of governmental budgeting and accounting methods, principles, and practices, financial reporting, financial analysis, investment management, program administration, program evaluation, and project management
- Knowledge of arithmetic, algebra, statistics, and their applications
- Advanced skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel) and integrated financial accounting system
- Skill in providing good customer service
- Ability to operate office equipment including computer spreadsheets, databases, and integrated financial applications
- Ability to develop and implement policies and procedures
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date