

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior-level and experienced professional work in the Finance and Administrative Services department. Responsible for the design, implementation, and annual review of financial information prepared by staff and finance professionals. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or 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.

- Actively participates in updating and implementing accounting policies and procedures
- Analyzes the general ledger to ensure proper classifications are made
- Evaluates department budget submissions; researches and updates fund descriptions; audits fund and expenditure summaries; and reviews proposed and adopted budgets
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and all applicable regulations and requirements
- Prepares the staff audit tasks schedule for review by the Assistant Director of Finance and leads the finance team in the preparation of audit schedules
- Maintains the structure and integrity of the City's accounting system, including creating funds and accounts in accordance with the State of Florida's Uniform Accounting System Manual; enters budget transfers and journal entries; and completes month and year-end closings
- Prepares monthly investment reports for the Finance and Administrative Services Director, City Manager, and City Commission
- Performs routine and non-routine reconciliations, including bank, balance sheet, and payroll reconciliations, etc.; initiates wire transfers
- Prepares, reviews, and issues a high quality, technical summary financial report in collaboration with the department personnel

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- Prepares the financial accounting system for the new fiscal year and close of the past fiscal year, including posting re-appropriations of purchase orders and unspent budgets
- Ensures proper internal control procedures are implemented and adhered to, and reviews accounting control narratives that have been updated by staff
- Reviews and analyzes monthly, quarterly, or annual account analysis to determine whether transactions are properly recorded
- Serves as liaison between the City and auditors
- Performs cash management duties, including maintaining bank accounts, preparing wire transfers and AFT's and monitors cash balances on a daily basis.
- Under the direction of the Finance and Administrative Services Director, researches investment opportunities, initiates investment purchases, prepares, journal entries for purchases, sales, calls, maturities, and interest, and prepares monthly amortization schedules and journal entries
- Provides guidance and work alongside staff members to ensure accurate accounting of the City's fixed assets and inventory, including creating and updating policies and procedures relating to safeguarding the City's assets.
- Coordinates external audit, including preparing audit schedules, updating the notes to the financial statements, coordinating audit timeline, facilitating audit requests, and conducting the final review of the CAFR. Coordinates special projects and assignments, including arbitrage, inventory, actuarial reports, etc.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance or related discipline; supplemented by five (5) 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
- Working knowledge of financial accounting software packages
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Skill in providing good customer service
- Ability to evaluate and study Governmental Accounting Standards Board (GASB) statements and implement required changes to ensure compliance
- Ability to conduct research, analyze results, and report on various finance related issues
- Ability to develop and implement policies and procedures
- Ability to multi-task while working with tight deadlines and shifting priorities

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- 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

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 workstation.

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