

City of DeFuniak Springs – Accountant

FLSA STATUS: Exempt (Learned Professional & Administrative)
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Finance
REPORTS TO: Finance Director

JOB SUMMARY:

This position prepares finance reports to track the city's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk.
- Audits and reconciles any discrepancies between the general ledger and subsidiary accounts/programs and performs month-end as well as year-end closing procedures.
- Assists with annual forecasts; reports significant budget differences to management.
- Provides financial analysis, with emphasis on capital investments, pricing decisions, and contract negotiations.
- Assists with drafting and preparation of the annual budget.
- Performs general cost accounting and other related duties in the finance department.
- Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.
- Maintains the general ledger.
- Sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles vendor accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Performs end of year closing procedures.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Files required tax forms with federal, state, and local government agencies.
- As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) pronouncements.
- Extensive knowledge of general financial accounting and cost accounting.
- Knowledge of modern office techniques, procedures and practices.
- Knowledge of all city policies and procedures.
- Skilled in operating with appropriate speed and accuracy a variety of standard office business equipment including a computer, printer, typewriter, telephone, calculator, copier, and fax machine.
- Ability to demonstrate initiative, self-motivation, and work cooperatively with co-workers and the public.
- Ability to communicate effectively, verbally and in writing, with employees, department directors, other governmental agency representatives, and the public.

- Ability to use the principles and practices of general, governmental, and fund accounting, including methods of preparing financial reports.
- Ability to apply applicable laws, rules, regulations, and policies controlling budgetary and fiscal record keeping.
- Ability to make decisions in accordance with applicable laws, rules, regulations, and policies.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to consistently exercise good discretion, independent judgment and initiative in applying standards to a variety of work situations and to matters of significance.
- Ability to work under pressure with frequent interruptions, which may include angry or difficult customers.
- Ability to exercise considerable tact and courtesy in contact with the general public.
- Ability to assist in preparation of a budget and monitor department expenditures.
- Ability to plan, supervise and coordinate the work of the department in a manner conducive to full performance and high morale.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

Bachelor's Degree from an accredited college or university. A progressively demonstrated skill of at least five (5) years experience and aptitude for performing responsible accounting work. Must be proficient in Microsoft Office computer programs. Strong mathematical and reading skills. Must be bondable. Requires a valid driver license.

Preferred/Desirable Qualification(s):

Masters Degree in accounting, finance, or business preferred. Prior governmental accounting experience. A Certified Public Accountant (C.P.A) is preferred.

Paygrade: 69

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

Work Environment:

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____