



## Job Description

### Senior Accountant

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum two (2) years of experience dealing with the public in a related field (Government experience preferred).

**Minimum Education Requirements:** Bachelor's Degree in a related field.

**Department:** Financial Services

**Direct Supervisor:** Comptroller

**Supervisory Responsibility:** Direct (2); Indirect (x)

**Primary Work Location:** Works inside in an office setting

**Certification:** Valid State of Florida driver's license. CPA Designation preferred.

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**Job Summary:** Responsible for professional accounting work supervising payroll and investigating, evaluating, reconciling, and problem-solving regarding transaction processing. Performs complex accounting and administrative work for General Employee's Pension Trust Fund and the City's other pension plans. The position is integral to ensure accuracy and timeliness of accounting activities and to maintain a sound financial control environment. This position reports directly to the Controller.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Direct supervision of payroll specialist and account payable clerk.
- Formulate and recommend accounting policies and makes recommendations to improve existing accounting system. Monitor various financial activities and prepares reports accordingly.
- Prepare adjusting and closing entries and responsible for month end close; perform complex reconciliations.
- Participate directly in external audit, work with external auditors and prepare work papers.
- Reconcile general ledger accounts such as Bank accounts liability accounts and asset accounts.
- Submit surcharge payments to the State of Florida.
- Responsible for reviewing the bi-weekly payroll process. Supervise work of Accounting Specialist as related to payroll processing function.
- Update payroll system for changes to IRS tax tables, pay schedule changes, holidays, etc., as needed.
- Update chart of accounts and related information as needed and in accordance with the State of Florida Uniform Accounting System Manual.
- Maintain the Employee Pension Plans accounting records, retiree and current employee participant records.
- Review monthly Employee Pension Plan check registers and updates retiree withholdings for benefits.
- Calculate pension refunds and retirement estimates for all pension funds including early, regular, and disability retirements.



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- Review monthly financial statements and records activity relating to pension fund investments, revenues, and expenses.
- Participate directly in the annual evaluation for the City's Pension Plans, prepare data, review, record, and prepare work papers.
- Prepare and process City contributions to its pension plans.
- Bill Fire Inspections, Cemetery, and monthly insurance to retired employees and prior city council members.
- Invoice for special assessments; send delinquent accounts to collections.
- Prepare and review state unemployment information and submit quarterly 941 reconciliations to the Internal Revenue Service.
- Update and maintain lease projections and maintain monthly billing cycle including property tax payments.
- Troubleshoot problems with accounting software and banking software such as point of sales units and credit card readers.
- Promote a strong sense of teamwork and a commitment to mentoring others. Develop technical and behavioral skills to enhance individual professional development as well as the overall expertise.
- Perform other job duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Office processes, procedures, and equipment.
- Governmental accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Electronic data processing applications to accounting functions.
- Budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB.
- Thorough understanding of Payroll functions.

##### **Skills**

- Strong written and oral communications and relational skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Strong math skills for budget and other financial calculations.
- Proficient in Excel.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Make decisions within established accounting policies and procedures.
- Prepare and explain financial statements, accounting reports and records.
- Establish and maintain effective relationships with subordinates, other employees and the general public.



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#### Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

**\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date



# Job Description

## Senior Accountant

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Supervisor Signature

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Date

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Human Resources

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Date