JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Accounting Coordinator

Department: Financial Services
Pay Grade: 113
FLSA Status: Exempt

JOB SUMMARY

Responsible for professional accounting work dealing with investigating, evaluating, reconciling, and problem solving regarding transaction processing. Also performs complex accounting for General Employee’s Pension Trust Fund and the City's other pension plans. Also supervise payroll processing. Work is performed under the general supervision of the Comptroller.

ESSENTIAL JOB FUNCTIONS

• Prepares various reports, financial statements, and requisitions.
• Formulates and recommends accounting policies and makes recommendations to improve existing accounting system.
• Performs complex reconciliations.
• Prepares adjusting and closing entries and responsible for month end close.
• Participates directly in external audit, works with external auditors and prepares work papers.
• Responsible for the bi-weekly payroll process. Supervises work of Accounting Specialist as related to payroll processing function.
• Updates payroll system for changes to IRS tax tables, pay schedule changes, holidays, etc., as needed.
• Monitors various financial activities and prepares reports accordingly.
• Maintains the Employee Pension Plans accounting records.
• Reviews monthly financial statements and records activity relating to pension fund investments, revenues, and expenses.
• Participates directly in the annual actuarial valuation for the City's Pension Plans, prepares data, reviews, records, and prepares work papers.
• Prepares and processes City contributions to its pension plans.
• Performs other job duties as assigned.
QUALIFICATIONS

Education and Experience:
Bachelor’s Degree and two (2) years of experience dealing with the public in a related field.

Special Qualifications:
- CGFO/CGFM Designation preferred.
- Possession of a valid State of Florida driver’s license.

Knowledge, Skills and Abilities:
- Knowledge of office processes, procedures, and equipment.
- Knowledge of governmental accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Knowledge of electronic data processing applications to accounting functions.
- Ability to make decisions within established accounting policies and procedures.
- Ability to prepare and explain financial statements, accounting reports and records.
- Ability to establish and maintain effective relationships with subordinates, other employees and the general public.
- Knowledge of payroll functions.
- Must be proficient in Excel.
- Knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB.

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. Additionally, 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.

WORK ENVIRONMENT

Work is performed inside in an office environment.