Class Code: C
Grade: 47
FLSA: NE
WC Code: 8810
EEO Code: 1
EEO Job Category: Administrative Support

CITY OF LAUDERHILL, FLORIDA
JOB DESCRIPTION

JOB TITLE: ACCOUNTANT II

GENERAL STATEMENT OF JOB

The purpose of this position is to perform skilled, analytical and highly responsible administrative and accounting functions under the general direction of the Department Director or designee within City's Finance Department. Employees in this classification plan, organize and implement policies and procedures, perform complex accounting duties according to generally accepted accounting principles. Performs other related work as directed.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs all of the functions in the Accountant I Classification, and the following:

Performs a variety of accounting duties in support of accounting functions ~~programs~~ including accounting, financial reporting analytical review of financial data and recording and accounting for fixed assets; prepares journal entries, and generate financial reports.

Supervises Accounting Clerks I, II, III, and Accountant I staff in the performance of work involving accounting duties, assigns work, resolves issues, evaluates performance and provides training to assigned staff.

Provides responsible staff assistance and support to the division manager and/or Department Head.

Posts, balances and reconciles the general ledger and subsidiary accounts; ensures all transactions comply with accepted accounting principles~~.~~

Monitors and balances various accounts; verifies availability of funds; classifies expenditures and revenues; researches and analyzes transactions to resolve problems.

Prepares a variety of monthly, periodic, and annual financial and statistical reports and accounting summaries required by the City, outside agencies, and requirements of law.

Updates the chart of accounts in the financial management system; respond to inquiries and provide information regarding account numbers.

Recommends and assists in the preparation and implementation of division goals and objectives; implements policies and procedures as set forth.

Plays a pivotal role in the annual closing of the City's financial records and in the compilation and review of the annual budget.

Participates in the maintenance of general ledger and accounting control records; reconciles various bank accounts to the general ledger.

Prepares and participate in audit schedules and confirmations; responds to inquiries from auditors and provide information within area of assignment.

Work with grant division and Finance staff to reconcile grant expenditures and revenues and monitoring compliance.

Assist with Treasury functions, including cashflow, debt payments, investment and bond and other debt compliance.

Assist with the preparation of the Annual Financial Comprehensive Financial Report and the Popular Financial Report.

Maintains professional and technical knowledge by attending and participating in educational seminars, webinars, conferences, and reviewing related professional publications.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Accounting or closely related field; **AND**
- Three (3) years of previous experience in accounting; **AND**
- Valid State of Florida Driver's License.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) License

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert moderate, though not constant, physical effort, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and in writing to deliver and explain information in a variety of technical and/or professional languages, and to prepare written correspondence, documents, reports, and analyses using proper format, spelling, grammar, and punctuation.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with minimal exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.