Class Code: C
Grade: 46
FLSA: NE
WC Code: 8810
EEO Code: 1
EEO Job Category: Administrative Support

# CITY OF LAUDERHILL, FLORIDA
# JOB DESCRIPTION

**JOB TITLE: ACCOUNTANT I**

**GENERAL STATEMENT OF JOB**

The purpose of this position is to gather, process, and present City's financial information in accordance with Generally Accepted Accounting Principles under the general direction of the Department Director or designee. Employees in this classification perform complex, accounting work. ~~—~~Position is responsible for preparing and posting journal entries, completing bank reconciliations, generate financial status reports, and conduct other finance related processes as directed~~. 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.**

Collects financial information; reviews financial information and accounting documentation to determine whether accounting procedures are implemented, information is ~~used are~~ in compliance with applicable federal, state and local laws and whether expenditures are within authorized budgets.

Reconciles subsidiary systems to the financial statements, may include bank reconciliation, capital assets, accounts receivable, and accounts payable; p~~P~~repares bank reconciliations for ~~claims and payroll checks, EMS revenue and expenses, and self-insurance expenses and revenue reimbursements~~ bank accounts; communicates any concerns to supervisor or designee.~~.~~

Prepares financial statements entries that may include receivables, payables, payroll, banking and investment transactions; capitalizing capital, asset acquisitions, disposals and depreciation; and correcting adjustments.~~;~~
~~Prepares depreciation schedule addition and retirement schedules for capital purchases and retirements.~~

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Prepares capital asset and debt service addition and deletion schedules; conducts periodic physical inventories of the City's assets compared to that reported on the City's asset management system. ~~.~~

Prepares journal entries and~~,~~ reviews late charge journal entries.

Prepares and reconciles utility adjustments and general ledger postings.

~~Prepares grant proposals.~~

Reconcile grant accounts receipts and expenditures and monitor compliances.

Posts adjustments for self-insurance payment register.

May supervise Accounting Clerks I, II, and III staff in the performance of work involving accounting duties, assigns work, resolves issues, evaluates performance and provides training to assigned staff~~'s~~.

~~Prepares a variety of reports such as annual reports, Vehicle Inventory Report, and statistical analysis vehicle report.~~

Prepares various reports, including annual reports, fixed assets, inventory, and analytical and statistical reports, as well as Vehicle Inventory Reports and statistical analysis of vehicle data.

Assists in preparing cash forecast and researching investment options.

Assists in preparing interim financial reports.

Assists in preparing annual financial reports, disclosures and schedules.

Assists in implementation of new accounting standards, as required.

Assist with Treasury Functions

Conducts analyses as requested by management.

Maintains professional and technical knowledge by attending and participating in educational seminars, webinars, conferences, and reviewing related professional publications.
~~Prepares schedules for the Annual Financial Comprehensive Financial report and the Popular Annual Financial Report~~

~~Prepares grant proposals.~~

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Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in Accounting or closely related field;

**AND**

- One (1) year of previous experience in ~~and/or training that includes~~ 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



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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).

~~**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.~~

~~**Human Interaction:** Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.~~

~~**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.~~

~~**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.~~

~~**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.~~

~~**Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.~~

~~**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.~~

~~**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of~~

~~light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.~~

~~**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.~~

~~**Environmental Factors**: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.~~

**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.

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