


City of Fernandina Beach
Job Description


City Manager Signature

9/20/18
Date

Title: Accountant
Department: Finance
FLSA Status: Exempt
Reports To: Accounting Supervisor
Pay Grade: 135

Minimum Qualifications

- A. Education and Experience:
Bachelor's Degree in Accounting required. Two years' experience in accounting required; experience in municipal governmental accounting strongly preferred. Auditing, payroll management systems, accounts payable/accounts receivable experience helpful. A comparable amount of training, education or experience may be substituted for the minimum qualifications.
- B. Certifications:
None.
- C. Knowledge, Abilities, and Skills:
Thorough knowledge of accounting principles, practices, and procedures and ability to apply such knowledge. Knowledge of auditing methods and fund accounting. Knowledge of legal requirements pertaining to municipal government accounting desirable. Knowledge of automated accounting and payroll systems, and payroll tax laws required. Must have strong planning and organization skills, customer service orientation, and problem analysis and resolution capabilities. Excellent interpersonal and communication skills (oral and written) required. Proficiency in Microsoft Office Suite required.


General Description

Advanced and specialized professional accounting work, to include payroll accounting functions. Positions allocated to this classification report to a designated supervisor and work under general supervision.

Essential Functions

1. Prepares varied financial reports including monthly financial statements, tax reports and budget information. Prepares financial reports for various organizations including local, state and federal agencies.
2. Maintain general ledger. Controls financial transaction input to the accounting and information system. Manages the monthly close of the General Ledger.
3. Provides continual account analysis to ensure accuracy of the accounting methods used and to support management decision making.
4. Establishes and maintains job costs files, ensuring requests are appropriate from a budgetary standpoint. Assists in preparing cost allocations and cost studies.
5. Prepares various account schedules as required for year-end activity.

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6. Monitors accounting related provisions of contracts and inventory procedures and controls.
7. Bills miscellaneous Accounts Receivable, reconciles various revenue accounts and records.
8. Assists external auditors and prepares work papers.
9. Monitors cash balances; posts journal entries; analyzes and reconciles numerous ledgers and accounts.
10. Prepares adjusting and closing entries. Posts to the general ledger as well as all cash receipts.
11. Primary FEMA financial contact – collects data, prepares reports and acts as a liaison to FEMA and the various City departments.
12. Assists in the preparation and annual loading of the City budget and related documents and records.
13. Responsible for maintaining all debt related files and reconciliations. Records and reconciles all City investments.
14. Maintains all City leases – tracks the data, calculates CPI rate increases, issues change notifications, ensures insurance and other vital information is current.
15. Bills miscellaneous accounts receivable items.
16. Analyzes, prepares, and inputs payroll data. Uses automated payroll system to produce accurate and timely payroll.
17. Resolves questions and issues concerning payroll, and enforces City policies and collective bargaining agreements as related to payroll; facilitates management and employee understanding of payroll procedures.
18. Prepares weekly, monthly, quarterly, and year-end payroll reports; reconciles payroll deductions.
19. Protects assets by establishing, monitoring, and enforcing internal controls.
20. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
21. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
22. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without corrections), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), reaching pulling, pushing, sitting, walking, standing, kneeling, and bending. Ability to access, input and retrieve information from a computer, ability to enter data at a prescribed rate of speed, ability to sit at a desk and view a display screen for extended periods of time. Reasonable accommodations will be made for otherwise qualified individuals with disability.

Environmental Conditions

Works inside in an office environment.

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Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Attention to Detail, Communication (oral and written).