

City of Fernandina Beach

Job Description



City Manager Signature
1/24/19

Date

Title: Junior Accountant
Department: Finance
FLSA Status: Exempt
Reports to: Accounting Supervisor
Pay Grade: 132

Minimum Qualifications

- A. Education and Experience:
Associate degree in Accounting required. Bachelor's degree with business major or 24 semester hours of accounting classes preferred. Two years' experience in accounting required; experience in municipal governmental accounting strongly preferred. Accounting, auditing, 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:
General knowledge of accounting principles, practices, and procedures and ability to apply such knowledge required. Knowledge of automated accounting processes and procedures, auditing methods and fund accounting helpful. Must have strong planning and organization skills, customer service orientation, critical thinking, problem analysis and resolution capabilities. Excellent interpersonal and communication skills (oral and written) required. Proficiency in Microsoft Office Suite required.

General Description

Specialized professional accounting work; provides financial information by maintaining and reconciling accounts; preparing reports. Reports to Accounting Supervisor and works under general supervision.

Essential Functions

1. Assist Accounting Clerk with accounts payable functions daily in an automated financial management system; to include invoice approval, check and debit vendor processing, purchase requisition approval and year end processing such as preparing and mailing 1099s.
2. Responsible for auditing and reconciling vendor statements and the City's VISA statement.

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3. Prepares voucher requests for payment in the system as needed for utility, telephone and miscellaneous bills. Assists other Departments with questions and issues concerning invoice entry.
4. Assists in reconciling bank accounts by gathering and balancing information; to include analyzing general ledger entries for accuracy of posting to pooled cash accounts across all funds. Prepares journal entries as needed.
5. Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations and prepaids; analyzing and reconciling accounts payable ledgers; preparing accruals for year end.
6. Protects assets by establishing, monitoring, and enforcing internal controls.
7. Updates job knowledge by participating in educational opportunities; reading professional publications.
8. Ensures compliance with federal, state, and local legal requirements. Advises management of actions and potential risks.
9. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
10. Provides financial status information by preparing special reports; completing special projects or assisting in other Finance departmental functions such as the Year-end Audit or Budget.
11. 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.

Key Competencies:

Integrity, business acumen, professional knowledge, analysis, attention to detail, interpersonal skills, communication (oral and written).