

Accountant

Department: Accounting Office
Job Title: Accountant
Reporting to: Finance Director
FLSA Status: Exempt
Date Prepared:

Job Summary:

The Accountant is responsible for applying principles of accounting to record, analyze, and monitor financial operations of the City of Starke. In this role, the Accountant assists the Finance Director with overseeing the daily accounting functions and records, and provides financial information to the City's departments, committee members, City Clerk and grant administrators.

Essential Duties and Responsibilities:

- Prepares financial reports for the City of Crescent City, including the balance sheet and P/L statements.
- Summarizes and reports current financial status.
- Analyzes all financial documents and balances and advises on appropriate financial courses of action and options.
- Prepares and posts accounting activity in general ledger.
- Reconciles bank accounts; analyzes and advises regarding bank balances.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Provides oversight to all financial auditing functions. Substantiates all financial transactions, performs internal audits, educates the financial team regarding auditing procedures, and identifies action plans.
- Maintains appropriate policies and procedures for accounting controls within the City.
- Monitors controls concerning payment of expenditures and receipts and record revenues.
- Assists with the annual budget for the City of Starke.
- Performs fiscal month-end and year-end closings.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Advises city personnel on compliance with governmental accounting principles, methods and procedures.
- Maintains knowledge of existing and new legislation impacting financial operations; advises management and team members.
- May perform Accounts Payable duties including distributing vendor bills to appropriate departments, making general ledger entries, matching checks with invoices and entering vendor invoices.
- May support the Accounts Receivable function by posting payments and making deposits.
- Participates in the Collections process as necessary.
- Assists the City Clerk, Finance Director and others as needed.
- Performs all other duties as assigned.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's Degree in Business with a major in Accounting required.
- Master's Degree, CPA or CGFO preferred.
- Minimum of 5 years of experience working in an accounting role.
- Minimum of 3 years of experience in a municipal or governmental accounting/finance department.

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- Knowledge of GAAP and Management Accounting.
- Knowledge of office practices and procedures.
- Advanced proficiency in Microsoft Office Product Suite required. Munis experience, preferred.

Salary: \$45,000 - \$60,000 annually

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Knowledge/Skills/Abilities:

- Job-Specific Knowledge – knowledge of accounting and financial principles with the ability to utilize analytical skills to solve problems, ask probing questions and recommend solutions.
- Customer Service – able to personally provide high level of interactive service, building relationships and acting as internal finance advocate.
- Team Orientation & Interpersonal – highly motivated, passionate and creative team-player with ability to develop and maintain collaborative relationships with all levels within, and external to, the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Systems & Software – proficient knowledge of Microsoft Office software applications.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs		Research, analyze and interpret information
X	Verify data and information		Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)

Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Writing
	Other (List):		Other (List):

Hazards: (X = Required for job)			
X	Normal office environment	X	Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
	Outdoor work environment, exposed to weather conditions		

Employee Acknowledgement:	
I have reviewed and understand the requirements stated in this Job Description.	
Employee's Signature	Date