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<b>JOB TITLE:</b>	<b>Senior Accountant II</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>REPORTS TO:</b>	<b>Supervising Accountant</b>
<b>ROLE &amp; LEVEL:</b>	<b>P3</b>
<b>SALARY RANGE:</b>	<b>\$56,900 minimum; \$75,800 midpoint; \$91,000 maximum</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
	<b>Florida Retirement System (FRS) Employer</b>

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**WORK OBJECTIVE:**

Performs senior-level and experienced work in the Finance Department. Responsible for the daily operations for a variety of accounting tasks, maintaining, and preparing complex Financial Reports, Budget, and Grant financial functions, including assisting with annual budget and capital improvement program.

Maintains a professional working knowledge of governmental accounting practices and policies in interpreting procedures, recording, and reporting transactions, and preparing financial records in keeping with various City ordinances and established policy and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Financial Reporting, Accounting and Budget

- Review, approve and post General Ledger entries for accuracy, completeness, and conformance with guidelines.
- Review, approve and post accounts payable, purchase orders and deposit entries for accuracy, completeness, and conformance with guidelines.
- Review, approve and post payroll entries for accuracy and completeness and conformance with guidelines.
- Review and analyze the City's revenues and expenditure accounts; compare them to budget; make adjusting entries, as required.

### Financial Reporting, Accounting and Budget (continued)

- Lead month end close activities including preparing/assisting in journal entries, balance sheet account reconciliations and performing trial balance and financial statement analysis. Prepares or reviews month end and quarterly reports to satisfy reporting requirements.
- Conducts financial analysis of capital improvement projects including review of budgeted funding sources.
- Reviews City contracts and purchase orders for financial compliance and invoices City partners as outlined in contracts.
- Prepares financial reports to be presented at City Council meetings.
- Updates, reviews, and maintains capital assets in compliance with Generally Accepted Accounting Principles (GAAP) and state rules and regulations.
- Assists with preparation of the annual Audited Financial Statements and all other annual reporting requirements.
- Assists in the compilation and preparation of the annual budget.
- Works with other departments to analyze, gather and compile data, and assist in revenue and expenditure projections.
- Assist in the preparation of accounting policies and procedures.

### Grant Financial Management

- Manages grant accounting, including tracking and monitoring all grant financial activity and ensuring grants are properly recorded in the general ledger.
- Prepares grant billings and maintains grant files that reconcile to general ledger.
- Oversee and/or prepare periodic (monthly, quarterly, and annual) grant financial records that reconcile to the general ledger.
- Responsible for grant financial management.

### Other

- Participates in the design and modification of information systems.
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Assists or prepares research projects and reports as requested by management.
- Assists with the preparation of City Council scheduling documents (Green Sheets)
- Complies with all applicable laws, regulations, and guidelines that address conflict of interest and code of ethics for government employees.
- Meets the attendance requirements of the position which is an essential function of this position.
- Performs any other related work as required.

*Reasonable accommodations will be made for otherwise qualified individuals with a known disability.*

*These essential job duties, requirements and skills are not to be construed as a complete statement of all duties, requirements, and skills. This position will be required to perform other job related essential and non-essential duties, requirements, and skills as required.*

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting or related field; supplemented by five or more years' experience in accounting with governmental experience preferred.

- Possession of a valid State of Florida driver's license required.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of General Accepted Accounting Principles (GAAP)
- Knowledge of state and federal rules and regulations
- Ability to develop budgets and financial reports
- Ability to select, supervise, train and evaluate staff
- Ability to communicate effectively orally and in writing
- Ability to coordinate and schedule multiple assignments.
- Ability to establish and maintain effective working relations with staff and the public.
- Ability to work in a diverse environment.

**PHYSICAL REQUIREMENTS:**

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 (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.