

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTANT II (Job Code 016)**

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#### **GENERAL STATEMENT OF JOB**

This is a professional financial position that requires a thorough knowledge of generally accepted accounting principles, computerized accounting systems, and the application of fund accounting in a government environment. This position performs a variety of accounting and administrative duties either related to the operations of the City, Margate Community Redevelopment Agency (MCRA) and/or the Northwest Focal Point Senior Center. Work involves the maintenance of accurate fiscal records and reports for all entities, requiring initiative and independent judgment. This position reports to the City's Controller and/or Accounting Supervisor, in coordination with the directors and staff of other applicable agencies.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, 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.**

Administers the accounts receivable process, and may administer the accounts payable process, including review of the accuracy of accounts payable coding.

Monitors daily bank activity; prepares journal entries as needed.

Ensures accuracy in the coding of invoices, check payments and revenue receipts, as applicable.

May correspond with vendors and respond to inquiries to resolve billing discrepancies.

Monitors and tracks outstanding accounts receivables and reimbursements, and pursues collection of delinquent receivables.

Processes deposits, transfers, and various other transactions.

Reviews assigned financial transactions and accounting of disbursements to ensure compliance with federal and state accounting and procurement standards.

Reconciles and maintains balance sheet accounts, and may prepare analysis of accounts as requested.

Coordinates payroll and analyze payroll records to verify accuracy in salaries, time accrued, if directed.

Maintains time reporting system to allocate payroll expenses to various funding sources and programs, if directed.

Maintains and reconciles various accounts, and prepares journal entries and account adjustments to correct deficiencies.

Reconciles, researches, and manages the unclaimed property process of the City, including research of payments and addresses, and mailing of required notifications.

Monitors and reconciles monthly ambulance billing with third party vendors.

Monitors rent rolls and leases and completes reconciliation on a monthly basis.

Prepares standard and custom reports, and conducts various detailed financial analysis on a regular basis for management, boards, and outside funding agencies.

Reviews month-end financial reports for accuracy and appropriateness.

Assists in interpreting, applying, and ensuring compliance with established policies/procedures, governmental accounting standards, and all other applicable laws, rules, regulations, and standards; initiates any actions necessary to correct deviations or violations.

Assists with preparation of budgets and financial statements.

Assists with annual year-end audit process and provides outside auditors with documentation as requested.

Prepares analytical reports of various projects and programs tracking to ensure proper allocation of disbursements to various grants/programs, if directed.

Prepares and submits grant funding reimbursement requests to outside agencies, providing proper documentation to ensure prompt payment, if directed.

Prepares bank/investment account reconciliations and related financial transactions.

Processes void checks and prepares monthly outstanding check listing.

Maintains/reconciles capital project accounting records, and fixed asset records including acquisitions, disposals, and transfers.

Maintains running balances of all cash accounts, ensuring accounts have positive balances.

Coordinates automated payments for City debt.

Coordinates fiscal year end payable closing and the rollover of encumbrances.

Performs Emergency Response duties as assigned.

Performs related work as required.

Supervise staff in the absence of Accounting Supervisor.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree with major coursework in accounting; supplemented by a minimum of four (4) years of experience in management of financial systems, financial reporting, GAAP or GASB implementation and data analysis. Must have fundamental knowledge of basic accounting principles and procedures. Governmental accounting experience is preferred. Knowledge of fund accounting principles pertinent to governmental accounting is preferred.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations. Requires the ability to comprehend and utilize industry-specific terminology, i.e. engineering, legal, accounting.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines and when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of basic accounting principles and procedures.

Knowledge of reporting/recordkeeping principles and techniques.

Knowledge of financial software, and ability to operate a computer and other equipment/machinery common to a modern business office.

Skilled in both written and oral communications for effective expression and clarity.

Skilled in financial analysis, problem solving, and research.

Knowledge of the laws, rules, and regulations relating to financial records.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to organize and review work for efficient/effective results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining attention to detail for the purpose of ensuring accuracy in task performance.

Ability to process transactions accurately.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate 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.