



The City Beautiful

City of Coral Gables Job Description

Job Title: Accountant II
Department: Finance
Classification: 0336
Pay grade: 23E
FLSA: Exempt

Prepared Date: 9/09
Approved By: Donald G. Nelson
Approved By: Marjorie H. Adler

Summary

Performs advanced accounting work in the administration of the municipal accounting system. Provides accurate reliable and useful financial information about the City's operations to City management and other persons.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Monitors, maintains and reconciles a variety of accounts and portfolios on a daily, monthly, quarterly and annual basis. Prepares regular, adjusting and closing entries.

Analyzes, reconciles and performs general monthly and annual closing journal entries for each fiscal year. Prepares quarterly management financial statements and distributes within the City.

Assists external auditors with revenue confirmations, prepared by client (PBC) schedules and other requested reports in the year end audit.

Reconciles on a biweekly basis the payroll registers, interfaces information to the general ledger and prepares a summary reconciled report to accompany each payroll register.

Prepares a monthly wire transfer log which consists of all wire transferred revenues and insurance payment found on bank statements.

Assists in the preparation of the Financial and Statistical Section of the Comprehensive Annual Financial Report.

Records, analyzes and reconciles real estate property and personal property tax collected by Metro-Dade County for the City on a monthly basis.

Prepares cash flow projections.

Sets up new general ledger accounts as requested.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

The incumbent must be knowledgeable in the principles and practices of governmental accounting. Proficiency in the use of a variety of computer application programs such as Microsoft Word and Excel is required for the position. The ability to analyze data and prepare concise, accurate reports and statements is essential. Good oral and written communication skills are needed. The ability to perform complex, detailed work involving written and numeric data and to make calculations rapidly and accurately is necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Accounting, Finance, or a related field; CPA preferred.

Three (3) years general accounting or public accounting experience is required; government accounting experience preferred.

Knowledge of EDEN Systems and general ledger accounting preferred.

Valid Florida Driver's License