

ACCOUNTANT, SENIOR

Job Code	Pay Grade
10150	CL19

Nature of Work

This is managerial level accounting work with responsibility for the management of departmental budgetary, accounting, automation and administrative operations. Employees in this class maintain and review complex financial records for the operating and/or Capital Improvement Project (CIP) budgets, construction projects, and federal grant monies. Work involves the application of generally accepted accounting principles to meet the specialized needs of the department. Duties are performed in accordance with county ordinances, state and federal laws, and established county policies. The incumbent reports to a manager, supervisor or designee.

Minimum Qualifications Requirements

- 6 years experience in recognized accountant work that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree (or 2 years of other related college level education), plus 4 years experience as an accountant that includes 1 year of governmental accounting and supervisory training or experience; or
- Bachelor's degree in accounting, business administration, or other related field, plus 2 years experience in accountant work that includes 1 year of governmental accounting and supervisory training or experience; or
- Master's degree in accounting, business administration, or other related field, plus 1 year of governmental accounting and supervisory training or experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Maintains departmental and/or Capital Improvement Project (CIP) accounting records including cash books, subsidiary journals and general ledgers; post entries to these books from supporting records; makes adjusting entries; prepares financial statements from accounting records.
- Examines and verifies all operating revenues and expenditures; verifies against budget; makes adjusting entries, as required.
- Assists in the preparation of annual operating and/or CIP budgets, including research of accounts and may assist in computing wholesale water and sewer rates.
- Assists in the fiscal management of construction projects, auditing progress payments, change orders, preparing pay estimates, and retainage for contract and legal compliance; may assist in coordinating and preparing amendments to Consultant Agreements and in administering contracts for payment.
- Assists in departmental annual audit conducted by independent accounting firm; prepares work papers and trial balance for audit review; conducts internal audits ensuring compliance with federal, state and county regulations and generally accepted accounting principles.
- Prepares monthly cash flow estimates used for investment of surplus funds.
- May supervise subordinate staff by completing performance reviews, assigning and reviewing work assignments, hiring and firing staff and training new personnel.
- May perform data processing related duties including using statistical packages or programs, which may include Oracle or other relational data bases, encoding data, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- Supervises the departmental personnel/payroll functions; ensures costs are allocated to proper account, project, etc.

ACCOUNTANT, SENIOR (continued)

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Illustrative Tasks (continued)

- May prepare grant applications and solicit funding from the State of Florida for assistance on airport construction projects and prepare grant reimbursement requests to sponsors and various government agencies.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles, practices and procedures.
- Knowledge of the laws, rules and regulations controlling budgetary recordkeeping for county government.
- Knowledge of auditing methods, practices and procedures.
- Knowledge of data processing and word processing equipment, practices and procedures and ability to apply such knowledge.
- Ability to analyze financial transactions and to make appropriate adjusting or original journal entries.
- Ability to prepare complete accounting reports and statements of considerable complexity.
- Ability to plan, direct and supervise subordinate staff.
- Ability to develop and update procedure manuals.

For official use only

Revised	EEOC Code	Overtime Code
6/07	Professionals	Classified