

## FINANCE ACCOUNTANT 2

Job Code	Pay Grade
19180	150

### Nature of Work

This is professional accounting work in a multi-fund/multi-account environment. An employee in this classification is responsible for a wide range of financial activities including reviewing and developing complex financial records and contracts for the Finance Division for the Board of County Commissioners and the Clerk of the Circuit Court and Comptroller. Work involves the independent application of generally accepted governmental accounting principles and review of transactions and contracts for compliance with laws, regulations and policies. This work requires initiative and the exercise of sound judgment.

### Minimum Qualification Requirements

- Bachelor's degree in accounting, finance, business, public administration or directly related field and 4 years professional accounting experience working with a complex enterprise resource planning and financial management system; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 financial records for cash and investments, grants, debt, etc.
- Pre-audits transactions related to asset, liability, equity, revenue and expenditure accounts for compliance with accounting policies and contractual requirements.
- Conducts analyses of entries, transactions and accounts having impact on the financial statements for accuracy and generates the appropriate accrual or adjusting entries.
- Authorizes and makes transfers of county funds by electronic funds transfers.
- Assists in executing investment strategy as directed, including but not limited to, performing detailed security analysis, implementing policies and procedures to monitor the portfolio, forecasts and reports, and maintaining relationships with broker-dealers.
- Institutes and implements changes to existing financial systems for financial statement preparation as may be required by federal, state and county regulations.
- Assists in updating and developing policies and procedures as needed, to ensure the adequacy of accounting controls to permit preparation of financial statements in accordance with generally accepted accounting principles.
- Reviews and monitors contracts to assure conformity with federal, state and county laws and regulations, county and departmental procedures and practices and for economic feasibility.
- Prepares periodic financial reports and tax returns required for federal, state and internal purposes.
- Works with external auditors during the audit process and serves as a professional team member in producing the Comprehensive Annual Financial Report.
- Collaborates and builds relationships with other departments (internal and external) as well as other outside agencies and contacts.
- Performs related work as assigned or required.

## FINANCE ACCOUNTANT 2 (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and practices and ability to research, interpret and apply such.
- Knowledge of financial reporting practices.
- Knowledge of federal, state, and local laws, rules and regulations governing budgetary and fiscal policies and contract procedures of county government and ability to research, interpret and apply such.
- Knowledge of automated financial management systems in a large multi-fund environment.
- Ability to utilize integrated financial and information systems and other software.
- Ability to prepare account analyses and reconciliation and determine the effects of unreconciled items.

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Revised	EEOC Code	Overtime Code
9/14	Professionals	Exempt