



TOWN OF SURFSIDE ACCOUNTANT

DEPARTMENT: FINANCE

EXEMPT

GENERAL DESCRIPTION:

Responsible professional work involving the maintenance of varied financial records and reports. Work is performed under the direction of the Finance Manager.

ESSENTIAL JOB FUNCTIONS:

1. Prepares financial reports for various organizations including local, state, and federal agencies.
2. Preparation of bank reconciliations with related journal entries and documentation.
3. Preparation of other journal entries to maintain General Ledger as directed.
4. Establishes and maintains job cost files, ensuring requests are appropriate from a budgetary standpoint. Assists in preparing cost allocations and cost studies.
5. Prepares various account schedules as required for year-end activity.
6. Administration of the capital assets schedule including inventory procedures and controls.
7. Risk management including management of insurance schedules. Assists in the filing of insurance claims and coordination of claims for workers' compensation with Human Resources.
8. Assists with annual or periodic audit work, including audit schedules, documentation, support, and analyses.
9. Responsible for FEMA financial coordination, documentation, and reporting.
10. Resort Tax and Local Business Tax Receipts (LBTR) administration.
11. Assist with preparation of Finance Manual.
12. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job-related duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of governmental accounting principles, practices, and procedures.
- Knowledge of computers and computerized accounting systems.
- Knowledge of auditing methods.
- Knowledge of legal requirements pertaining to Florida government accounting.
- Ability to prepare or assist with complex financial reports and statements.
- Ability to communicate effectively, both orally and in writing.

- Ability to work effectively with coworkers, supervisors, and department heads.
- Ability to lift up to 40 pounds to a height of 42" at least 5 continuous times.
- Ability to read and understand various documents.
- Ability to differentiate between correct and incorrect accounting entries.
- Ability to express ideas clearly, concisely both orally and in written form.
- Ability to effectively use computer equipment to retrieve, change, insert, delete, update applicable information.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting, finance, or related field with two (2) years' accounting experience, preferably with a municipality. Knowledge of Tyler Incode Financial Management System - desirable

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications).

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- None.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

- Works generally inside in an office environment.
- May require occasional work outside reviewing field conditions, sometimes in less than safe conditions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: New 11/28/2018; 9/19/2019, 12/28/2020

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

