

**City of Dunedin, Florida**  
Class Description

**Position Title: Accounting Specialist**  
Finance Department

**GENERAL STATEMENT OF JOB**

Under general direction, performs various duties in the daily operations of the Accounting Section of the Finance Department ensuring compliance with all applicable accounting standards and methods and principles of sound financial management. Incumbent will perform basic to intermediate accounting, auditing and financial analysis requiring judgment based on knowledge of private and government accounting practices, principles and procedures. Work may include preparing routine journal entries, analyzing financial statements and records, reconciling accounts, adhering to established accounting procedures, assisting in development of new or updating existing procedures, and contributing to the preparation of financial reports. Reports to the Accounting Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Prepare daily / monthly / year-end journal entries

Prepare periodic, formal reconciliations including, but not limited to reconciliations of investment accounts, balance sheet accounts, and other general ledger accounts as assigned.

Prepare monthly Investment Report for Director of Finance.

Prepare monthly, quarterly, or yearly reporting to outside agencies including, but not limited to state sales tax remittance, motor fuel tax rebates, investment reporting, and other as assigned.

Perform modeling, other financial analysis and reporting on projects as assigned by Accounting Manager.

### **Accounting Specialist, Finance Department**

Review and track grant revenue and expenditures and coordinate reporting and other requirements to ensure compliance.

Assist Accounting manager with notes, supplementary schedules, statistical schedules, or other sections of the Annual Comprehensive Annual Report as assigned.

Fulfill requests from auditors or consultants as assigned in order to facilitate timely audits of financial statements, rate studies, or other projects involving data research.

Perform other accounting or administrative duties as assigned.

#### **ADDITIONAL JOB FUNCTIONS**

Act as back up for Accounts Payable and Accounts Receivable Account Technicians.

Perform certain duties and responsibilities of the Sr. Accountant on a periodic basis and as directed by the Accounting Manager.

Perform general office work as required, including typing reports and correspondence, entering data into the computer, copying and filing documents, answering the telephone, etc.

Assist both internal and external customers.

## Accounting Specialist, Finance Department

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in accounting or related field of study or one year of experience in a structured accounting environment, with governmental accounting experience preferred.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Requires the ability to apply beginner to intermediate accounting / budgeting / analytical theory supporting the governmental sector (i.e. fund accounting, internal control systems, budgetary and grant compliance, etc.).

Must possess a valid Florida driver's license.

Requires strong proficiency with Microsoft Excel, Word, database programs and the ability to utilize accounting software applications.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to remain onsite/ available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Accounting Specialist. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of Generally Accepted Accounting Principles (GAAP), the areas of accounting, budget development and analysis, financial reporting, financial analysis, investment management, project management, etc.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to extrapolate and integrate data and/or information for predicting, anticipating and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility. Is able to compile, organize and utilize various financial information necessary in the preparation of data analysis.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well- established policies, procedures and standards. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, recorder, copier, calculator, and telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

**Verbal Aptitude:** Requires the ability to use synthesis data and information, as well as reference, descriptive, design, advisory and consulting data and information as applicable. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has the ability to speak and understand the English language.

**Mathematical Aptitude:** Requires the ability to apply mathematical and accounting concepts, to include integration of related functions; ability to perform and interpret statistical calculations which include revenue modeling, transaction activity and testing. Has the mathematical ability and financial expertise to handle required calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

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**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need for continual or sustained, direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi- skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer screen exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*Les Tyler*  
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Finance Director

10/11/2023  
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Date