

Senior Accountant, Finance Department

**City of Dunedin, Florida**  
Class Description

**Position Title: Senior Accountant**  
Finance Department

**GENERAL STATEMENT OF JOB**

Under direction from the Accounting Manager, incumbent will supervise personnel and independently perform advanced accounting, auditing and financial analysis work requiring considerable judgment based on knowledge of government accounting practices, principles and procedures. Work may include analyzing financial statements and records, reviewing administrative and accounting procedures, and preparing comprehensive reports. Position relies on advanced level experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures. 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 incumbent(s) of any particular position.***

Prepare and/or approve daily / monthly / year-end journal entries.

Review monthly, quarterly and/or annual account analysis to determine whether transactions are properly recorded.

Prepare quarterly reconciliations for special internal reporting activities.

Prepare monthly / quarterly / year-end reporting to outside agencies.

Coordinate the preparation of the annual comprehensive financial report (ACFR).

Perform, assist and/or supervise work in the collection, disbursement and accounting of the City's funds.

Supervise the activities of the Account Technicians which includes, but is not limited to: maintaining standards of operations and process, planning, assigning, and reviewing tasks and workload, approving scheduling, recruiting, coaching and counseling, managing employee relations and administering annual reviews.

Monitor City debt to ensure timely and accurate payment, proper recording, and initiation of wire paperwork when necessary.

Maintain the structure and integrity of the City's accounting system, including creating funds and accounts in accordance with the State of Florida's Uniform Accounting System Manual.

Perform routine and non-routine reconciliations, including bank, balance sheet, and payroll reconciliations, etc.

Administer month-end closing of general ledger and accounting systems.

Ensure proper internal control procedures are implemented and adhered to, and reviews accounting control narratives that have been updated by staff.

Ensure compliance with Generally Accepted Accounting Principles (GAAP) and all applicable regulations and requirements.

May assist in evaluating department budget submissions; monitoring department expenditure summaries; reviewing proposed and adopted budgets; preparing budget schedules and assist with budget preparation.

### **ADDITIONAL JOB FUNCTIONS**

***While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.***

Perform duties of the Accounting Manager in his/her absence.

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

Work with external audit firm to fulfill data requests and perform research as required.

Assist both internal and external customers.

Perform related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in accounting or related field of study supplemented by a minimum of three years' experience in an accounting position within a public sector such as a city, county or local government.

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

### **SPECIAL REQUIREMENTS**

Requires the ability to apply advanced accounting/budgeting theory supporting the governmental sector (i.e. fund accounting, internal control systems, 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:** Knowledge of Generally Accepted Accounting Principles (GAAP), governmental budgeting and accounting methods, principles, and practices, financial reporting, financial analysis, investment management, program administration, program evaluation, and project management. Has the ability to learn the methods, procedures and policies as they pertain to the performance of the essential duties of the Senior Accountant. Working knowledge of financial accounting software packages. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Possesses the ability to evaluate and study Governmental Accounting Standards Board (GASB) statements and implement required changes to ensure compliance. Has the ability to develop and implement policies and procedures. Is able to make public presentations. Ability to regularly attend work and arrive punctually for designated work schedule. Clearly understands any

occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

### **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 organizational and departmental budgets, and knows how to prepare and monitor budgets.

**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, telephone, and microfiche. 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, write and understand the English language.

**Mathematical Aptitude:** Requires the ability to apply advanced 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.

**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 of 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 lifting and light work involving moving from one area of the office to another. Requires sitting for long periods of time to complete tasks on the computer, which may require repetitive motions. Movement required when meeting with various departments between locations. 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.***

  
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Director of Finance

2/2/22  
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Date