

City of Dunedin, Florida
Class Description

JOB TITLE: Accountant/ Financial Analyst
Finance Department

GENERAL STATEMENT OF JOB

Under 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. 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.

Requires the ability to apply advanced accounting, finance and budgeting theory supporting the governmental sector (i.e. fund accounting, internal control systems, investments, etc) to include integration of related functions.

Performs duties related to Utility Billing and City Budget with assistance to the Accounting Section as needed.

Assists with preparation of the CAFR and Budget primarily by extraction/queries from database and creation of, and working with computer reports. Assists with debt administration. Processes include cash receipts, accounts/liens receivable, accounts payable, investments, standard entries, etc. Performs month-end/year-end closing activities as needed. Routine accounting duties include but are not limited to preparing/reviewing journal entries, budget entries, bank and other reconciliations, maintaining general ledger, verifying transactions, etc.

Performs variance and budget analysis in conjunction with monthly reporting and annual budget development.

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Performs modeling, other financial analysis and reporting projects as assigned by accounting manager.

Assists in developing and maintaining city-wide financial policies/procedures manual.

Reviews and tracks grant revenue and expenditures, Maintenance Guarantees and Performance bonds.

Reviews and approves accounts payable.

ADDITIONAL JOB FUNCTIONS

Performs general administrative work as required, including preparing Commission meeting agendas, reviewing management reports, etc.
Performs general office work as required, including typing reports and correspondence, entering data into the computer, copying and filing documents, answering the telephone, etc.

Assists both internal and external customers.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in accounting, finance or related field with two years of experience in governmental accounting.

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

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

Requires strong proficiency with Microsoft Word, Excel, and database programs (preferably Access) and the ability to utilize financial accounting system applications.

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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 Accountant/Financial Analyst. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of accounting, budget development and analysis, etc. Is able to make sound, educated decisions. Skilled in making public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. *Has the ability to speak and understand the English language.*

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, microfiche.

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 knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Requires the ability to apply advanced mathematical and accounting concepts, to include integration of related functions; ability to

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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 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 VDT 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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Finance Director

10-20-15
Date