

City of Dunedin, Florida  
Class Description

**JOB TITLE: Senior Accountant**  
Finance Department

**GENERAL STATEMENT OF JOB**

Performs senior-level and experienced professional work in the Finance Department. Responsible for the design, implementation, and annual review of financial information prepared by staff and finance professionals. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures. Position seeks technical guidance only on unusual or complex problems or issues. Assists with special projects as needed. 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.***

Analyzes the general ledger to ensure proper classifications are made.

Evaluates department budget submissions; researches and updates fund descriptions; audits fund and expenditure summaries; reviews proposed and adopted budgets; prepares budget schedules and assists in budget preparation.

Coordinates budget preparation, including working with departments. Coordinates special projects and assignments, including arbitrage, inventory, actuarial reports, etc.

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

Assists with annual audit and prepares various audit schedules.

Maintains 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; enters budget transfers and journal entries; and may complete month

and year-end closings.

Prepares monthly investment reports for the Finance Director, City Manager, and City Commission.

Performs routine and non-routine reconciliations, including bank, balance sheet, and payroll reconciliations, etc.; initiates wire transfers.

Prepares, reviews, and issues a high quality, technical summary financial report in collaboration with the department personnel.

Prepares the financial accounting system for the new fiscal year and close of the past fiscal year, including posting re-appropriations of purchase orders and unspent budgets.

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

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

Provides guidance and works alongside staff members to ensure accurate accounting of the City's fixed assets and inventory, including creating and updating policies and procedures relating to safeguarding the City's assets.

### **ADDITIONAL JOB FUNCTIONS**

Actively participates in updating and implementing budgeting and accounting policies and procedures; develops and maintains the department's budgeting and accounting policies/procedures manual.

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

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in accounting, supplemented by at least three years' experience in a governmental accounting position.

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

Master's degree in related field preferred.

### **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 knowledge of word processing and spreadsheet applications (i.e. Word, Excel) and the ability to utilize accounting software applications.

### **SPECIAL REQUIREMENTS**

**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 of the City of Dunedin 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. [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. Is able to conduct research, analyze results, and report on various finance related issues.

**Human Interaction:** Requires the ability to work well with persons at all levels of an

organization both internally and externally in a professional manner. Has the ability to establish and maintain effective and cooperative working relationships with personnel of other departments, professionals, members of the public and those contacted in the course of work.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator and telephone. Has demonstrated skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel), with the ability to quickly and independently learn new software.

**Verbal Aptitude:** Requires the ability to use and synthesize 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 perform and interpret statistical calculations which include revenue modeling, transaction activity and testing. Knowledge of arithmetic, algebra, statistics, and their applications. 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. Is able to read and interpret complex materials pertaining to the responsibilities of the job, and make sound, educated decisions.

**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. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. . Is able to multi-task while working with tight deadlines and shifting priorities. Has the ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.

### **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

Date 10-20-15