

**SENIOR ACCOUNTANT**  
**FLSA: Exempt**  
Grade 30 \$63,806.98 - \$102,091.24



**GENERAL DEFINITION**

Under the general direction of the Financial Services Director, and direct supervision of the Comptroller, this experience professional work involves responsibility for accurate preparation and maintenance of accounting records, the recordation of accounting data to various subsidiary control and general ledgers according to proscribed procedures. Work is performed with considerable independence within the scope of established accounting systems and internal procedures. Accuracy of work is ensured through established checks and balances, internal audit controls, and periodic internal reviews and annual external audits. Assists staff and external agencies with all aspects in the proper recording and classification of accurate and appropriate generally accepted accounting principles.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepares financial reports for state, federal and local internal and external agencies, as required.
- Prepares appropriate written financial reports for City Commission, board and staff meetings.
- Maintains and balances accounts by verifying, allocating, posting, and reconciling transactions; resolves discrepancies
- Provides guidance and assistance to lower level staff in proper methods and procedures to meet fiscal and financial policy and generally accepted accounting principles.
- Responsible for monthly journal entries, account reconciliations, and the month end close process.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors
- Processes weekly payroll including 401k upload, payroll journal entries, payroll reports, etc.
- Oversees the preparation of the Comprehensive Annual Financial Report.
- Prepares and records journal entries and reconciles account variances.
- Compiles financial data for statements and financial reports.

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- Verifies accuracy of posting against internal accounting controls.
- Secures financial information by completing database backups.
- Supervises the Accounts Payable process.

**KNOWLEDGE, SKILLS & ABILITIES**

- Advanced knowledge of methods and principles of governmental accounting theory and principles, including promulgations proffered in Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP), and the Governmental Accounting Standards Board (GASB).
- Advanced knowledge of statutes, ordinances, regulations, policies and procedures relating to the receipt, custody and expenditure of governmental accounting.
- Advanced knowledge of modern office practices, procedures, computerized accounting systems, equipment and techniques normally applied to governmental accounting systems.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to produce and maintain complex fiscal and accounting records, reports and financial statements.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to manage multiple priorities to ensure that deadlines are met.
- Ability to delegate, manage, and supervise effectively.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree from an accredited college or university in finance, accounting or related field; supplemented by a minimum of five (5) years' experience in government accounting or finance.

**PREFERRED**

Certified Government Finance Officer.

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**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date