

DEPARTMENT

City Clerk's Office

GENERAL DESCRIPTION:

Responsible for supervising and/or performing all accounting functions for the city. Responsible for assisting the City Clerk in various accounting and financial advisory tasks. This is an exempt position which requires a highly skilled individual who can multi-task in various functions including finance and business management.

This position reports directly to the City Clerk.

JOB DUTIES

1. Supervision of Finance Clerk - Payroll/AP, Finance Clerk - Receivables, Cashiers, Billing Clerks.
2. Develop departmental goals and objectives and evaluate operational effectiveness
3. Direct payroll functions, including tax reporting and utility billing for approximately 3000 accounts
4. Monitor controls concerning payment of expenditures and receipts and record revenues
5. Prepare and post all accounting activity in general ledger
6. Prepare City Financial Reports
7. Serve as Munis Information Processing Coordinator
8. Approve purchase orders
9. Create pension fund general ledger entries
10. Reconcile bank accounts
11. Advise city personnel on compliance with governmental accounting principles, methods and procedures
12. Prepare yearly budget and budget amendments
13. Analyze and advise regarding bank balances and investments
14. Prepare year-end closing entries and post to general ledger
15. Oversee financial audits
16. Create, review and submit pension fund reports

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Accounting and 5 years' experience in a municipal or governmental accounting/finance department. MBA or CPA preferred
2. Extensive knowledge of GAAP and Management Accounting
3. Extensive knowledge of office practices and procedures
4. Ability to make decisions in accordance with departmental rules, regulations and policies

5. Experience with Microsoft Excel, Word, and other software applications. MUNIS software applications a plus.

6. Extensive Experience in Accounting and Financial Advisory

LICENSES CERTIFICATIONS OR REGISTRATIONS:

Valid FL Driver's License is required

Environmental Conditions: Works inside (reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals)

***This listing is not intended to be a comprehensive listing of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent to the job. ***