

**CITY OF STUART
JOB DESCRIPTION**

Title: SENIOR ACCOUNTANT
Department: Financial Services
Job Code: 2085
Grade: S19
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the direction of the Assistant Financial Services Director and the general direction of the Financial Services Director, incumbent in this class performs specialized accounting work involving application of accounting principles and maintenance of City's fiscal records. Accuracy of all work performed and supervised is most essential. Work is performed with considerable independent judgment and is reviewed by the Assistant Financial Services Director through conferences and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Prepares and verifies various summary reports.
2. Makes recommendations for establishing new accounting procedures, when appropriate, resolves accounting and/or reporting problems.
3. Assists in the preparation of various regular and special reports including the comprehensive Annual Financial Report, financial statements and related footnotes. Responsible for assisting in managing cash and/or investments; monitors cash flow and balances; analysis of general ledger accounts, fund operations and projections; timely payment of all debt service payments and assists with year-end closings.
4. Initiates preparation of accounting entries, and special analyses of internal control procedures and audits.
5. Coordinates with other departments to develop and implement citywide accounting policies and procedures. Assists in training of staff regarding accounting procedures.

Senior Accountant Financial Services - continued

6. Assists in preparation of schedules at year end for annual audit and participates in assisting outside auditors in the audit of city accounts.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree in accounting or business administration from an accredited college or university, supplemented by two to four years of professional experience in governmental accounting. MBA or CPA preferred. Must be proficient in computerized financial processing systems. Professional comparable work experience may be substituted for education requirements.

B. Knowledge, Abilities and Skills:

Knowledge of governmental accounting and auditing principles and practices.

Knowledge of all applicable Federal, State and local laws and regulations.

Knowledge of utility billing and collection procedures.

Knowledge of modern office practices and procedures, arithmetic, grammar, spelling and vocabulary.

Ability to maintain complex accounting records and an effective record keeping system.

Ability to convey detailed information and instructions both orally and in writing.

Ability to work effectively with other employees, government agencies, and the general public.

Ability to work independently and in a team environment.

Proficient skills in Microsoft Word, Excel and Outlook.

C. Physical Requirements:

Senior Accountant Financial Services - continued

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, stretching, and frequent moderate lifting (30+ pounds); with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

Senior Accountant Financial Services - continued

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Financial Services Director

Received by: _____ Date: _____
Employee