



# Division Accountant

**SALARY:** \$51,974.83 - \$82,953.11 Annually

**OPENING DATE:** 03/28/17

**CLOSING DATE:** Continuous

## **REQUIREMENTS AND PREFERENCES:**

**The Broward County Board of County Commissioners is seeking qualified candidates for the position of Accountant in the Environmental Engineering and Permitting Division:**

This position will serve as the Division's accounting expertise in the areas of financial management related to grants, contracts and budget development. This position will also assist with the development of standard operating procedures for all contracts and grants from a fiscal management perspective. Incumbent will also assist the Division Administrative Officer with special projects related to fiscal requirements as required.

### **General Description**

Professional accounting work in the classification, analysis and reporting of financial data, and may supervise clerical/technical level accounting support staff.

Works under general supervision, independently developing work methods and sequences.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's degree from an accredited college or university with major coursework in accounting or finance.

### **Special Certifications and Licenses:**

None.

### **Preferences:**

Certified Public Accountant (CPA)

Master's degree in Accounting, Finance, or closely related field

Six (6) months accounting related office experience

Institutional/government bank reconciliation experience

One (1) year PeopleSoft Financial System experience

Experience in creating reports and spreadsheets in Microsoft Office

Experience preparing periodic reports to supplement management decisions

Experience completing periodic Federal Financial Reports (FFR 425, etc.)

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## **DUTIES AND RESPONSIBILITIES:**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.**

Compiles, records, and analyzes accounting transactions, including preparing/inputting journal entries, preparing/reviewing supporting documentation, computing expense accruals and ensuring that transactions are assigned to the proper expense, revenue and balance sheet accounts in compliance with accepted standards, policies and procedures; reviews and approves cash receipts.

Reconciles general ledger accounts, including accounts receivable, prepaid expenses, unclaimed property, cash security deposits, and deferred charges; identifies and verifies discrepancies, making adjustments as necessary; reviews and reconciles requests for reimbursement from cities and other sub-recipients of federal funds, to ensure compliance with budgetary requirements per contract.

Assists in the preparation of the Comprehensive Annual Financial Report, including reconciling accounting information and preparing annual reports for inclusion in the Comprehensive Annual Financial Report.

Prepares periodic (monthly, quarterly, annual) and special reports, including documents required for fiscal year-end external audits, by creating spreadsheets and preparing/submitting mandatory financial reports.

Assists/supports management by providing information for preparation/analysis of financial statements and the budgetary process; completes budget transfers and sets up new revenue budget lines.

Monitors daily and monthly bank reports/statements and incoming wires, including preparing wire transfer requests; evaluates assessed value investments in debt services and construction accounts and prepares schedules for management use.

Prepares daily deposits, processes vendor payments, creates and enters cash receipts into AMS Advantage (Association Management Solutions suite), copies and scans documents into database, processes packages, prepares billing for internal and external agencies.

Processes vendor/employee reimbursement payments and submits payment documents for check processing; resolves payment discrepancies and disputes with vendors and contract administrators; reviews aging statements from vendors to avoid late fees; researches missing purchasing card vouchers.



May supervise staff.

Performs related work as assigned.

**WORK ENVIRONMENT:**

**Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves sitting and skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment within moderate tolerances or limits of accuracy.

**Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

**SPECIAL INFORMATION:**

**Americans with Disabilities Act (ADA) Compliance:**

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Emergency Management Responsibilities:**

Note: During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

**County-wide Employee Responsibilities:**

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

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