

**COOPER CITY, FLORIDA
INVITES APPLICATIONS FOR THE POSITION OF:**

**ACCOUNTANT
FINANCE DEPARTMENT
NON-EXEMPT
SALARY: \$52,000 - \$73,475
CLOSING DATE: SEPTEMBER 1, 2017**

GENERAL DESCRIPTION OF DUTIES

Professional responsible work in accounting and records maintenance functions in the Finance Department. Work is performed under general supervision of the Assistant Finance Director. Areas of responsibility include, but are not necessarily limited to, processing payroll, expenditure and revenue reporting, and accounts receivable.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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 various reports, financial statements and records related to City payroll, finance and accounting functions.
- Prepares and reviews accounting transactions related to grant funds, review of expenditure and revenue reports for grants and prepare the annual Schedule of Expenditure of Federal Awards and State Financial Assistance (SEFA).
- Prepare analytical reports of various projects and program tracking to ensure proper allocation of project disbursement to various grants/programs.
- Ensure accuracy of grant, investment, cash management, revenue monitoring and forecasting.
- Processes biweekly payroll according to policies and procedures and in compliance with state and federal regulatory requirements, e.g., FICA, Social Security, Medicare withholdings.
- Processes deposits, transfers and various other transactions.
- Monitors accounts receivable. Inputs and maintains financial, payroll and accounts related information into computer based accounting system.
- Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks and financial institutions, regulatory agencies and various other entities.
- Assists in the management of City cash and investment program in accordance with Generally Accepted Accounting Principles and City policies.
- Reconciles various ledgers and accounts, e.g., money market, operating accounts, investment accounts, general ledger.
- Prepares adjusting entries to reports and accounts as required.
- Maintain, review and interpret general ledger and accounting reports.
- Assists co-workers with complex or unusual accounting related issues.

CLASSIFICATION TITLE: ACCOUNTANT

- Assists external auditors in year-end closing functions in preparing fringe benefits portion of the Comprehensive Annual Financial Report.
- Prepares the statistical tables to be included in the Comprehensive Annual Financial Report.
- Stays abreast of new practices, trends and advances in accounting and financial reporting. Reads professional literature and attends seminars and training sessions as appropriate.
- Manages collection, retention, transfer and distribution of records.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to make decisions within established accounting policies and procedures.
- Ability to prepare and explain financial statements, accounting reports and records.
- Ability to establish and maintain effective relationships with other employees and the public.

EDUCATION & EXPERIENCE

Bachelor's degree in Finance or Accounting; supplemented by two (2) years professional accounting experience, to include reconciliation of financial statements and accounts, general ledger accounting and exposure to the payroll processing function; or an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS

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 (5-10 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.

Job #17-14

- Applications may be picked up and dropped off at City Hall, 9090 S.W. 50 Place Cooper City, FL 33328 between the hours of 8 a.m. and 5 p.m.
- For mailing, the address is P.O. Box 290910 Cooper City, FL 33329-0910.
- Resumes are only accepted with a completed application for employment.
- Applications will not be accepted after the closing date.
- Veteran's Preference Applies.
- No phone calls please.

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.