

## **STAFF ACCOUNTANT, SENIOR**

The Clerk's office is seeking a Senior Staff Accountant to review, approve, document, and analyze financial transactions, reports, processes and procedures for the financial reporting function. This position is supervisory and incumbent is responsible for ensuring proper training and direction to accounting staff under charge. Employees in this classification are responsible for ensuring the timely and accurate recording and reporting of all financial activities for the assigned funds for the purpose of preparing the County's Comprehensive Annual Financial Report and various special purpose reports. Incumbents ensure compliance with applicable regulatory standards, generally accepted governmental accounting principles, and approved policies and procedures.

The Clerk's office has demanding timelines and we need an experienced accountant who has a strong sense of urgency and commitment to public service, is comfortable working in a fast-paced environment, is passionate about providing outstanding customer service and desires a challenging and rewarding career.

For those candidates who qualify, the Clerk & Comptroller's office offers an excellent benefits package including health, dental, vision, life and disability plans plus participation in the FRS retirement plan.

### **ROLE OF POSITION:**

**The successful candidate will be assigned to the Financial Reporting department within our organization and will perform the essential functions as outlined above, as well as perform the following functions:**

- Monitors and reviews financial transactions and activities for assigned funds, departments and/or agencies
- Assists in the preparation of various monthly, quarterly, and annual financial statements and/or reporting requirements, including year-end package
- Reviews, develops and/or modifies reports, ensuring the integrity and accuracy of financial accounting transactions and data
- Plans, coordinates, and supervises accounting staff under charge; ensures proper staff training and direction in all tasks performed; reviews the work of the accounting staff under

charge for accuracy, compliance with court orders and relevant policies, procedures and best business practices

- Identifies and recommends reporting needs; develops, tests, and modifies reports
- Performs personnel management functions, i.e., interviewing, counseling, conducting performance evaluations, recommending discipline/promotion/transfer
- Analyzes and reviews items specific to assigned area for accuracy, regulatory compliance and/or adherence to policies and procedures
- Prepares funds analyses and related documentation to assist in preparation of various annual financial and special purpose reports
- Analyzes and interprets complex financial data; prepares detailed financial analyses and specialized reports, which may include the County's Comprehensive Annual Financial Report (CAFR), Annual Financial Report (AFR), Annual Financial Audit Report (AFAR)
- Assists with development, review, and updating of accounting policies, procedures, checklists, and related documentation concerning assigned accounting functions
- Works collaboratively with and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing financial data
- Maintains current knowledge of regulatory and legislative developments affecting accounting and financial reporting functions to ensure proper application to responsibilities under charge

#### **THE IDEAL CANDIDATE:**

**The ideal candidate will have experience working in governmental accounting along with the following:**

- Bachelor's degree in Accounting, Finance or related field
- Five (5) years recent, relevant, and progressively responsible experience in financial reporting, governmental accounting, and automated financial system; supervisory experience or an equivalent combination of education and experience
- Broad knowledge of public finance administration, automated financial systems, and regulatory standards regarding administration of public funds
- Experience with capital and fixed assets and strong reconciliation skills are required
- Experience with Crystal report writing is a plus

**TO APPLY:** <https://www.governmentjobs.com/careers/palmbeachclerk>

