



CITY OF SARASOTA
invites applications for the position of:
**Accounting & Payroll
Systems Supervisor**

An Equal Opportunity Employer

DEPARTMENT: Financial Administration

JOB TYPE: Probationary Full-Time

SALARY: \$27.78 - \$36.11 Hourly
\$57,774.91 - \$75,107.34 Annually

OPENING DATE: 12/01/17

CLOSING DATE: Continuous

DESCRIPTION: To supervise and coordinate activities of the Accounting and Payroll staff and prepare periodic and special financial statements and reports.

**ESSENTIAL
FUNCTIONS:**

- Organizes and supervises the work of Accounting and Payroll personnel in the maintenance of the City's financial records.
- Assists the Manager, Accounting and Payroll with the preparation of the City's Comprehensive Annual Financial Report (CAFR).
- Prepares the Annual Financial Reports filed with the State of Florida, Office of the Comptroller.
- Develops and maintains financial reports in the City's Financial Management System's report writer and with Crystal Reporting. In addition, creates customized financial reports for department heads, auditors, and any City employee needing financial data collected.
- Prepares monthly financial reports using the Financial Management System's report writer and Crystal Reports for internal purposes. The reports assist the City Commission, City Manager and department heads in assessing the financial condition and results of operations on a monthly basis.
- Monitors the accountability, control and identification of fixed assets. Analyzes all expenditures in capital outlay accounts in the general ledger for proper classification. Maintains and controls fixed asset activity in the Financial Management System.
- Organizes and monitors the annual physical inventory of fixed assets in accordance with the rules of the Auditor General of the State of Florida. Follows-up with City personnel to solve problems associated with transferred and missing assets.
- Assists in the testing and implementation of new applications in the Financial Management System.
- Establishes and or adjusts work procedures to meet deadlines.
- Analyzes and resolves work related problems.
- Reconciles and analyzes general ledger accounts; records activity, makes adjustments and necessary corrections to ensure that the financial activity of the City is properly reported.
- Assists in determining compliance with finance?related laws, rules and regulations.

- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this description.

**MINIMUM
QUALIFICATIONS:**

- Bachelor Degree in Accounting and five (5) years of professional accounting experience
- Or a Bachelor Degree in Accounting and one (1) year postgraduate study in accounting (30 semester hours) and four (4) years of professional accounting experience
- Three (3) years of supervisory experience is required
- Substantial experience in state and local governmental accounting is required
- Experience with personal computers and Financial Information System software, such as integrated spreadsheets and databases, is required
- CGFO or CPFO certification is preferred

**JOB BASED
COMPETENCIES:**

- Knowledge of generally accepted accounting principles as applied to governmental accounting, auditing and financial reporting.
- Knowledge of fund, budgetary and encumbrance accounting.
- Knowledge of modern office management practices, procedures, and equipment particularly as applied to accounting systems.
- Knowledge of principles, methods and practices of municipal finance methods, procedures and records.
- Experience with computerized accounts payable, purchasing, encumbrance, payroll, fixed assets and general ledger systems. Experience with the Mitchell Humphrey & Co. Financial Management software and SAGE HRMS payroll software.
- Substantial experience with personal computers and popular software packages such as spreadsheet and special accounting software.
- Ability to analyze complex financial transactions, records and reports.
- Ability to prepare complex financial reports.
- Ability to plan, direct and supervise Accounting and Payroll personnel in a manner conducive to full performance and high morale.
- Ability to establish and maintain an effective working relationship with other employees, departments and the general public.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sarasotafl.gov>

COMPUTER AVAILABLE AT:

111 S Orange Avenue

Sarasota, FL 34236

EEO/AA/ADA/Vet Pref

Accounting & Payroll Systems Supervisor Supplemental Questionnaire

* 1.

VERY IMPORTANT: In order to be deemed complete and receive further consideration, applications MUST include Education, Work Experience, and Certificates and Licenses (when applicable). Please also be sure to include duties RELATED to the position for which you are applying in the work history. NOTE: "See Resume" is NOT an acceptable response to any portion of the application. Please state, "I understand" in your response to indicate you have read and understand the above.

- * 2. Please indicate your highest level of education:
 - No Diploma or Degree
 - High School Diploma or GED
 - Post High School/Vocational or Technical/Some College
 - Associate Degree
 - Bachelor Degree
 - Bachelor Degree + 1 yr post graduate study in accounting (30 semester hours)
 - Master Degree
 - Ph.D, JD, MD or similar
- * 3. How many years of verifiable supervisory experience do you have?
 - Less than 1 year
 - 1-2 years
 - 3-4 years
 - 5 or more years
- * 4. How many years of governmental accounting experience do you have?
 - No experience, but willing to learn
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5+ years of experience
- * 5. How many years of experience do you have in the preparation of a Comprehensive Annual Financial Report (CAFR) for a governmental entity?
 - 0-1 year
 - 1-2 years
 - 2-5 years
 - 5-9 years
 - 10+ years
- * 6. How many years experience do you have in the compilation and preparation of complex fiscal reports?
 - No statistical report compilation experience
 - 1-4 years
 - 5-9 years
 - 10-14 years
 - 15+ years
- * 7. Which of the following best describes your level of computer experience?
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 8. Which of the following best describes your level of proficiency with Microsoft Excel?

- None
- Beginner
- Intermediate
- Advanced
- Expert User

* 9. Which of the following best describes your level of proficiency with Microsoft Word?

- None
- Beginner
- Intermediate
- Advanced
- Expert User

* 10. Please list any financial software applications you have used and your level of proficiency in each:

* 11. Can you work evenings, weekends and holidays as needed?

- Yes
- No

* 12. Do you have any Finance-related certifications such as Certified Government Finance Officer (CGFO), Certified Public Finance Officer(CPFO), or Certified Public Accountant (CPA)? Check all that apply.

- No certifications
- CGFO
- CPFO
- CPA
- Other Finance-Related Certifications

* Required Question