



CITY OF SARASOTA
invites applications for the position of:
Financial Accountant

An Equal Opportunity Employer

DEPARTMENT: Financial Administration

JOB TYPE: Probationary Full-Time

SALARY: \$25.19 - \$32.75 Hourly
\$52,403.52 - \$68,124.58 Annually

OPENING DATE: 11/30/17

CLOSING DATE: Continuous

DESCRIPTION: To perform highly technical professional work relating to the financial accounting and reporting functions of the City. Provides management support to the Accounting and Payroll Systems Manager as well as assisting with overall support and direction for the implementation and management of internal controls for the City.

**ESSENTIAL
FUNCTIONS:**

- Assists with the preparation of the City's Comprehensive Annual Financial Report (CAFR).
- Assists with the preparation of the Annual Financial Reports filed with the Florida Department of Financial Services.
- Reviews and posts required General Journal and Adjusting Journal Entries.
- Assists with closing the monthly books and preparing monthly journal entries.
- Assists with developing and implementing internal control procedures which establishes the internal control framework for the City.
- Audits and reconciles financial reports for proper application of accounting principles.
- Assists in determining compliance with finance-related laws, rules and regulations.
- Ensures that financial reports effectively communicate financial information that is understandable, reliable, relevant, timely, consistent, and comparable.
- Assists in the development of new or revised procedures to simplify and improve operations and the level of services provided to customers.
- Assists with the management of the City's Capital Assets.
- Determines, develops and provides detailed accounting records and reports to assist management with financial information for decision making.
- The intent of this class description is to provide a representative summary of the type 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 job description.

**MINIMUM
QUALIFICATIONS:**

- Bachelor Degree in Accounting, Finance or a closely related field.
- Three (3) years of general experience in accounting or three (3) years with a governmental agency, preferably a municipal or local government.
- Or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities is required.
- **Knowledge of the principles of governmental budgeting, finance, and funds accounting/administration including those promulgated by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB) is preferred.**

**JOB BASED
COMPETENCIES:**

- Extensive knowledge of generally accepted accounting principles as applied to governmental accounting, auditing and financial reporting
- Knowledge of governmental accounting principles and practices including those promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- Knowledge of principles, methods and practices of municipal finance methods, procedures and records.
- Ability to research, compile and analyze data and prepare complex financial reports and statements.
- Ability to communicate effectively and clearly, both orally and in writing and to prepare succinct, coherent and accurate financial reports and analyses.
- Ability to analyze financial operations using statistical methods and report on various governmental operations.
- Ability to carry out complex oral and written instructions.
- Ability to establish and maintain an effective working relationship with other employees, departments and the general public.
- Ability to utilize personal computers and various software applications for analytical and data maintenance purposes.

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

Financial Accountant 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 acceptable. • I understand and acknowledge the above statement

Yes No

- * 2. Please indicate your highest level of education:
- No Diploma or Degree
 - High School Diploma or GED
 - Post High School Vocational or Technical School
 - Some College or Business School Training
 - Associate Degree
 - Bachelor Degree
 - Master Degree
 - Ph.D, JD, MD or similar
- * 3. Please list the types of degrees you hold and the field of study for each (If none, please state N/A):
- * 4. How many years of general accounting experience do you possess?
- No experience, but willing to learn
 - 1-2 years
 - 3-4 years
 - 5-6 years
 - 7+ years
- * 5. How many years of general accounting experience do you possess with a governmental (i.e. city, county, state) agency?
- No experience, but willing to learn
 - 1-2 years
 - 3-4 years
 - 5-6 years
 - 7+ years
- * 6. Do you possess experience in any of the following? Please check all that apply:
- General knowledge of the principles of governmental budgeting
 - General knowledge of the principles of governmental finance
 - General knowledge of the principles of governmental funds accounting/administration
 - General knowledge of the principles promulgated by the Financial Accounting Standards Board (FASB)
 - General knowledge of the principles promulgated by the Governmental Accounting Standards Board (GASB)
 - None of the above
- * Required Question