



# CITY OF BELLEVIEW

5343 S.E. Abshier Boulevard · Belleview, Florida 34420

Telephone: (352) 245-7021 · Fax: (352) 245-6532

*"City With Small Town Charm"*

July 12, 2017

## **ACCOUNTANT 1**

**Finance Department**

**Entry pay rate: \$17.61 per hour**

**Positions open until filled**

**To view the job description and obtain a City of Belleview Employment Application, please visit our website at [www.belleviewfl.org](http://www.belleviewfl.org) . Applicants may submit their application via email to [pbyrd@belleviewfl.org](mailto:pbyrd@belleviewfl.org), fax to (352) 245-4330 or apply direct at:**

**City of Belleview, City Hall,  
5343 SE Abshier Blvd, Belleview, FL 34420.**

**Drug Free Workplace, EOE**

If you have any questions, please contact me at (352) 233-2108.

Sincerely,

A handwritten signature in blue ink that reads "Penny Byrd".

Penny Byrd  
HR/Risk Management Coordinator

MAYOR: Christine K. Dobkowski

COMMISSIONERS: Michael J. Goldman · Gary W. Ernst · Ronald T. Livsey · Robert "Bo" Smith

## **JOB DESCRIPTION**

### **I. ACCOUNTANT I**

REVISED: 10/1/2016  
PAYGRADE: 15

**NONEXEMPT**

II. **JOB DESCRIPTION:** This is a highly responsible administrative position assists the Finance Director in daily operations of the Finance Department, with the heaviest emphasis on cash management, grant monitoring, capital assets, software training and general accounting. This position works closely with and reports to the Deputy Finance Director under the overall department supervision of the Finance Director.

III. **ESSENTIAL JOB FUNCTIONS:**

Assists the Finance Director and Deputy Finance Director with the oversight and management of financial accounting activities that include, but are not limited to:

1. Journal entry and monthly General Ledger account management and reconciliations
2. Payroll management and reporting, including related AP invoice management
3. Accounts receivable and payable management
4. Cash accounting and banking
5. Financial reporting
6. Grant and project accounting
7. Year-end entries and annual audit preparation
8. Capital Asset accounting

IV. **NONESSENTIAL JOB FUNCTIONS:**

1. Performs other duties as assigned.

V. **SERVICE:**

1. Reports to work at the assigned time, appropriately dressed, and proceeds with job function unless otherwise directed.
2. Direct contact with citizens and vendors in person, over the telephone, and through written correspondence.
3. Direct contact with employees of other departments, accountants or other consultants in person, over the telephone, and through written correspondence.
4. Must communicate clearly and courteously to assist others in person, by phone and through written correspondence.

VI. **FUNCTIONS AND ACTIVITIES FOR EACH ESSENTIAL JOB FUNCTION:**

**Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.**

This employee must be capable of accomplishing the following tasks: sitting for lengthy periods at a computer; working with frequent interruptions to provide assistance to employees or vendors in person or over the telephone; moving, bending, stretching and reaching to access records and files; writing legibly and neatly to complete various forms; using manual dexterity and eye coordination for use in computer data entry and calculator manipulations; visually auditing various reports and computer print outs for accuracy; thinking and working independently; communicating clearly and courteously in person, over the telephone and in typed correspondence form; may work varied hours to accommodate deadlines, emergencies or meetings.

VII. **WORK ENVIRONMENT:**  
**This position, in conjunction with the City Hall operations, normally works a four ten-hour day work week from Monday through Thursday.**

This employee may be required to work in the event of a declared emergency or major disaster. If not called in, the employee should contact the city immediately after the event to determine when they are expected to return to work.

This employee works at a desk in a shared office. Most of the job functions are performed during the normal work day, but may require occasional overtime. Equipment used includes a variety of modern office equipment including access to the city's computer system and software, shared office equipment and standard office supplies.

VIII. **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to think and work independently; ability to work under occasional stress associated with meeting multiple deadlines.
2. Ability to communicate courteously with the public, vendors, department heads, and other employees orally and in writing.
3. Ability to accurately maintain a variety of records and to prepare reports from such records and data; ability to perform bookkeeping and accounting entries and maintain financial data.
4. Ability to read and understand city manuals and code books as well as other reference materials provided; ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures.
5. Ability to operate a variety of modern office equipment and software, including general and financial specific programs.
6. Knowledge of Governmental Accounting Standards Board and Generally Accepted Accounting Principles.

IX. **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in accounting, finance or related field; and
2. Three years increasingly responsible experience in the area of finance and/or accounting, preferably governmental;

X. **PROFESSIONAL LICENSES AND CERTIFICATIONS:**

Current Florida Driver's License, if required for occasional out of office duties.

XI. **RESIDENCY REQUIREMENT:**

No residency requirement; must have a telephone.

XII. **SAFETY EQUIPMENT:**

Knowledge of location and operation of fire extinguishers.

XIII. **CITY VEHICLE:**

Not assigned.

XIV. **NOTE:**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e.: emergencies, changes in personnel, workload, rush jobs, or technological developments)

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Employee Signature / Date