



City of Bradenton Job Descriptions

Job Title: STAFF ACCOUNTANT

Date Prepared:	November 19, 2004
Department/Location:	City Clerk / Accounting
FLSA Status:	Non-exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift.
Supervision Exercised:	None
Supervision Received:	Works under the direction of and is responsible to the Accounting Manager or designated representative. General assignments are directed from the Accounting Manager with some degree of latitude for use of independent judgment in work methods and procedures.
General Purpose of the Position:	The purpose of this position is to perform difficult skilled accounting work to keep financial accounts and records for the City according to standardized accounting practices.

Essential Duties and Responsibilities:

- Assist in the preparation of routine and special accounting statements.
- Reconcile the general and all special bank accounts and follow up on omissions or discrepancies.
- Prepare regular and special journal entries.
- Payroll processing including all associated tax filing requirements, direct deposits and reporting.
- Compute and prepare wire transfers.
- Complete the daily cash and investment report for the City Clerk & Treasurer.
- Prepare and balance the monthly retirement report and send to the FRS.
- Record capital assets, maintain depreciation schedules and reconcile discrepancies in capital asset accounts.
- Assist in the preparation of annual financial reports, statements, and schedules.
- Assist in maintaining complex record systems involving varied financial transactions.
- Assist in performing internal audits within the department.
- Ensure maintenance of records and the filing of all information needed by auditors.
- Distribute payroll, equipment, and other charges to various cost centers and post to cost ledger.
- Maintain all records for grants (Federal, state and local) and reconcile discrepancies in the City's financial system.
- Assist in the development of new or revised procedures to simplify and improve operations and services rendered.



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Skills and Physical Abilities Required:

- Knowledge of governmental accounting principles and techniques.
- General knowledge of clerical methods and procedures used in keeping fiscal accounts and records and the use of standard office equipment.
- General knowledge of business arithmetic.
- Ability to maintain financial records of some complexity and to prepare clerical and financial reports and statements.
- Ability to analyze and evaluate accounting problems and to recognize and develop pertinent accounting and related data.
- Ability to make various computations quickly and accurately.
- Ability to understand, follow and carry out complex oral and written directions.
- Ability to establish and maintain effective working relationships with City officials, associates, and the general public.
- This position is primarily office work requiring limited physical effort.
- Visual acuity is required for reviewing, checking, preparing, and maintaining computer and manual files.
- Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels.
- Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Computer Equipment and Software requirements: Experience with personal computers and software packages such as Word, Excel, and Microsoft Office is desired.

Education and Experience Required: Graduation from an accredited four (4) year college with major coursework in Accounting or Finance and three (3) years of experience in accounting or bookkeeping work involving the maintenance of various control and subsidiary accounts. Governmental (fund) accounting experience preferred.

Environmental Conditions: Inside in an office environment.

Pay Grade: 115 **Salary Range: Minimum:** \$16.83/hour **Maximum:** \$25.25/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director: _____ **Date** _____

Approved as to Form:

Human Resources Manager: _____ **Date** _____

*Updated May 30, 2006 **Updated November 14, 2013 ***Updated November 2015

****Updated February 2017