



## **JOB POSTING**

### **Accountant 1**

***Deadline for Submission of Applications for internal consideration is Wednesday, June 28, 2017 – 4 P.M.***

#### **POSITION DESCRIPTION**

<b>TITLE: Accountant I</b>
<b>DIVISION: City Hall</b>
<b>DEPARTMENT: Finance</b>
<b>PAY GRADE: 112</b>
<b>SALARY: \$19.13 / hour (\$39,795 annually)</b>
<b>FLSA CLASSIFICATION: Non-Exempt /Full-time</b>

#### **Summary**

Perform skilled, analytical and highly responsible accounting tasks of more than average difficulty. Duties include: payroll, budget and audit, as well as prepare, review and interpret financial records and maintain all data related to payroll. Work requires the exercise of reasonable initiative and independent judgment. This position requires an individual who is highly self-motivated, detailed oriented, dependable and has excellent time management skills.

#### **Job Duties**

##### **Essential Functions:**

- Review and reconcile information provided by multiple departments for processing bi-weekly payroll for approximately 135 employees, which includes elected officials, exempt, non-exempt, part-time, union, and general employees.
- Maintain and verify employee data which includes changes in: total hours, name and/or address, salary, insurance, and vacation and sick leave records.
- Research and resolve payroll discrepancies and prepare necessary reconciliations.
- Partner with Human Resources to maintain and improve processes and procedures that will ensure the efficient transmittal of information.
- Participate in the preparation of annual budgets, Comprehensive Annual Financial Report (CAFR) and supporting audit work papers.
- Prepare regular and special financial and statistical reports and statements, including reports filed with other governmental entities.
- Perform related work as required and demonstrate continuous effort to improve operations, decrease turnaround times, and streamline work processes.
- May be involved in specialized accounting tasks such as project, grant, and fixed asset accounting, as well as participate in cash management and investment activities, etc.
- Work cooperatively with other departments and embrace a teamwork approach to complete tasks and provide quality, seamless customer service.

**Other Duties**

**Please note:** this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Knowledge, Skills and Abilities**

- Knowledge of payroll policies, procedures and regulatory standards such as, payroll compliance, wage and hour laws, pre and post-tax benefits, etc.
- Knowledge of generally accepted accounting principles, governmental accounting, auditing and public agency budgeting.
- Highly organized and detail oriented.
- Substantial knowledge of modern office practices, with emphasis on computer literacy, ERP database systems, spreadsheet applications, and records and file management.
- Excellent written and verbal communications skills.
- Ability to work independently under general supervision.
- Ability to maintain professional discretion in processing matters of a sensitive or confidential nature from both a legal and professionally ethical perspective.

**Tools and Equipment Used**

Requires frequent use, including but not limited to, personal computer, Ten-Key calculator, telephone, copy machine and fax machine.

**Supervision Received**

Reports to and works under the general supervision of mid-level accounting management.

**Supervision Exercised**

None

**Desired Minimum Qualifications**

Bachelor's degree in accounting or finance from an accredited four (4) year college or university and two (2) years' accounting and/or financial reporting experience.

- **Please note:** Proficiency using Microsoft Excel a must!

**Preferred Qualifications:**

Governmental accounting experience.

Florida Government Finance Officer Association (CGFO) certification.

- **Please note:** *If not already CGFO certified, selected applicant must begin or be actively working toward certification with the ability to begin testing after 3 years from start of employment.*

**Work Environment**

The work environment is characteristic as described here in and is representative of those an employee encounters while performing the essential functions of the job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve occasionally lifting and or moving up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus, while some task require oral and written communication abilities. Additionally, while performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, and reach with hands and arms. The employee

frequently is required to stand and talk, see and hear. The employee is frequently required to walk, sit, and occasionally drive a vehicle. Tasks may involve extended periods of time at a keyboard or workstation.

While performing the duties of the job, the employee will regularly work in an open office environment subject to light to moderate noise levels. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Palmetto is an Equal Opportunity Employer and Drug Free Workplace. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Palmetto will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Selection Guidelines:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

#### **Application Process**

Interested candidates should submit an employment application and resume via email to Human Resources at [rgreen@palmettofl.org](mailto:rgreen@palmettofl.org) or may deliver it to Palmetto City Hall, 516 8th Ave. West, Palmetto, FL 34221 ATTN: Human Resources.

Employment applications may be printed from our website at [www.palmettofl.org](http://www.palmettofl.org) or picked up at Palmetto City Hall, 516 8<sup>th</sup> Ave. West, Palmetto, FL. 34221.

**Resumes will be accepted only with a completed City of Palmetto General Employee Application.**

All applications will become public documents under Florida Law. The City of Palmetto is an **EOE/DRUG FREE WORKPLACE**. All applicants must complete a pre-employment physical.