



# Accountant Senior

**SALARY:** \$55,873.38 - \$89,174.31 Annually

**OPENING DATE:** 06/29/17

**CLOSING DATE:** Continuous

## **REQUIREMENTS AND PREFERENCES:**

**The Broward County Board of County Commissioners is seeking qualified candidates for the position of: Accountant Senior in the Accounting Division.**

***\*\*\*There are two (2) positions available.\*\*\****

This position requires an Accountant who is knowledgeable of generally-accepted accounting principles and application of the principles to a variety of fiscal transactions and control systems. Candidate must be well versed in detailed general ledger functions and account reconciliations. Work may require the exercise of independent judgment performed under the general supervision of a higher level accountant, and is reviewed through the monthly reconciliation process. Extensive knowledge of Microsoft Applications including Word, Excel or similar spreadsheet software and familiarity with computerized accounting systems required including PeopleSoft.

### **General Description**

Advanced professional accounting work in the maintenance and review of fiscal records; may supervise a staff of subordinate accountants and nonprofessional employees.

Works independently, under limited supervision, reporting activities through periodic meetings.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's degree from an accredited college or university with major coursework in accounting or finance.

Requires two (2) years professional level accounting, finance or closely related experience.

Requires six (6) months of lead/supervisory experience depending on area of assignment.

### **Special Certifications and Licenses:**

None.

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**Preferences:**

Preference is given to an incumbent who has experience in recording various transactions; reconciling compiled data gathered from various sources against general ledger balances; preparing monthly/quarterly financial statements, preparing monthly sales/fuel tax returns; reviewing and approving payment vouchers; handling of stale dated checks and escheatment process; performing budget transfers; verifying bi-weekly payroll for the Division; customer table maintenance and other duties as assigned by management. Candidate should also possess strong analytical, organizational and communication skills.

Additional Preferences:

- Certified Public Accountant
- PeopleSoft skills (creating journals, reviewing and approving payment vouchers and managing customer tables)
- Experience in preparing sales and/or fuel tax returns
- Experience with Kronos
- Review, compilation and/or preparation of financial statements
- Experience with escheatment process
- Master's degree in Accounting or Finance

**DUTIES AND RESPONSIBILITIES:**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.**

Processes/records financial transactions including reviewing/approving various accounting documents such as journal vouchers and cash receipts.

Reconciles and monitors revenues and expenses of various funds, prepares a variance analysis and prepares schedules for external auditors.

Prepare monthly, quarterly or annual reports required by County administrative code and/or external parties.

Review and approve payroll and vendor invoices for the Division.

Prepare sales and fuel tax returns on a monthly basis.

Assists in preparation of Comprehensive Annual Financial Report and State of Florida Annual Financial Report.

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Maintain customer table, including setting up new customers and/or updating existing customer information for all County agencies.

May supervise staff.

Performs related work as assigned.

## **WORK ENVIRONMENT:**

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves sitting most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment within moderate tolerances or limits of accuracy.

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

## **SPECIAL INFORMATION:**

### **Americans with Disabilities Act (ADA) Compliance:**

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Emergency Management Responsibilities:**

During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

### **County-wide Employee Responsibilities:**

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's



Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

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