

City of Daytona Beach Shores Job Description

Accounting/Financial Analyst

Department: Finance	Division: Finance
Grade: 20	Exempt: Yes
Created: October 1, 2008	Revised: May, 2017

General Description

Performs highly responsible professional level accounting and financial analytical and administrative work. Is responsible for participating in the accounting activities of a diversified finance department including contract compliance, internal/external audit compliance, financial procedures and analysis. Work requires the development of materials, independent application of generally accepted governmental accounting principles, and review of financial transactions for compliance with applicable laws, regulations, contracts, policies and procedures. This employee is under the general direction of the department head, but is expected to exercise independent judgment. Responsible to interact with supervisor, staff, other employees, and the public in a friendly, courteous and professional manner, displaying actions and attitudes that support and encourage the highest levels of teamwork and the enjoyment of the workplace by all affected parties.

Essential Functions:

1. Insure that all financial transactions are properly recorded in their correct accounting periods and account designations in accordance with GAAP, GASB standards, and applicable state and federal regulations.
2. Take primary responsibility for managing the City's annual external audit and the production of the City's Comprehensive Annual Financial Report (CAFR), preparing or assisting in preparation of audit schedules and documents, working closely with the auditors as required. Included in the above is management responsibility for any distinct Single Audit process and product as might be required. Insure the compliance with any audit management letter recommendations as directed by the Finance Director.
3. Guarantee the integrity of all City financial transactions by recommending (as required) and insuring that the City complies with appropriate workflow standards with respect to internal controls, divisions of labor, and approval authorities.
4. At the direction of the City Manager or Finance Director, perform internal audits on City processes and/or actions to assure compliance with policies and procedures.
5. Assume final responsibility for all G/L entries and period closings, classifies and controls revenues, expenditures assets and liabilities with support from the Assistant Director of Finance for Operations. Prepares journal entries, month-end entries, year-end entries, corrections and/or adjustments as needed.
6. Perform monthly and year-end trial balance closing procedures for all City accounts, and certify that all G/L and budget entries are complete and accurate. Confirms period closings to the Finance Director.
7. Review all checks and other disbursements for accuracy prior to submission for final authorization signature by the Finance Director.

8. Reconcile or sanction City cash and investment accounts monthly or as required, recommending transfers between and among accounts to the Finance Director to insure adequate working cash to meet various operational requirements.
9. Establishes and maintains financial and accounting records and related technical information in accordance with City policy.
10. Primary responsibility for the development, implementation and maintenance of City accounting and financial transaction policies and procedures.
11. Support the Finance Director as required in the administration of the Fixed Asset management program.
12. Effectively coordinate with the Assistant Director of Finance for Operations position as required to ensure that the responsibilities of that position are fully supported, including the performance of daily operational functions including but not limited to:
 - serving as back-up in the preparation and execution of all payroll functions, including payroll A/P, 1096 maintenance, 1099 vendor compliance, 941 maintenance and reconciliation, UCT6 maintenance, W-2 and W-9 maintenance, direct deposit programs, and production of bi-weekly payroll including banking interface and computation of monthly payments for all payroll based employee benefits and insurances.
 - assisting in the operational compliance of all relevant City ordinances, policies, and/or procedures as they relate to City Financial transactions and/or decisions.
 - reviewing all journal entries, month-end entries, year-end entries, budget transfers and amendments as needed and sanctioning the work of other departmental staff for accuracy and adherence to prescribed standards.
 - insuring City compliance with all IRS regulations.
 - any other departmental activity or responsibility.
13. Other duties as assigned or as required by the circumstances of daily operations.

Minimum Education and/or Experience:

1. Bachelor's Degree in Accounting from accredited higher education institution.
2. Valid CPA license or Master's Degree in Accounting from accredited higher education institution preferred.
3. Minimum Three (3) years' experience in public, business, or non-profit accounting.
4. Given training, the ability to produce Governmental Comprehensive Annual Financial Report in accordance with all GASB standards for such.
5. Thorough knowledge of desktop office software, especially electronic spreadsheet functions.

Related Knowledge and Abilities

This employee must possess knowledge of modern office procedures and of basic computer equipment, procession techniques and operation procedures. This employee must have the ability to comprehend and follow moderately complex oral and written instructions.