



CITY OF LARGO
invites applications for the position of:
ACCOUNTANT

An Equal Opportunity Employer

SALARY

\$44,990.40 /Year

OPENING DATE: 09/08/17

CLOSING DATE: 09/29/17 05:00 PM

SUMMARY:

This is responsible professional accounting work in preparing, reviewing, and maintaining a general accounting system for municipal government, primarily in the public utilities area. An employee in this class is expected to exercise independent professional judgment based on knowledge of accounting practices and principles, and supervises clerical and technical personnel. Assignments are made orally and in writing, and work is reviewed through observation of results obtained, conferences, reports or evaluations. Work is performed under the supervision of the Assistant Finance Director.

ESSENTIAL DUTIES
AND
RESPONSIBILITIES

- Prepares and reviews journal entries.
- Reviews revenues and expenditures for appropriateness and accuracy.
- Researches accounting and reporting issues and develops recommendations, inclusive of issues related to application of generally accepted accounting principles and account analysis.
- Maintains accounts in compliance with federal, state, and municipal laws, rules and regulations.
- Reviews transactions for proper fund and account allocation; performs analysis of accounts, and calculates percentages of change of revenues and expenditures for use in financial reporting; extracts, classifies, and summarizes information from computer reports.
- Supervise clerical/technical personnel.
- Prepares year-end account analysis and prepares adjusting, closing and reversing journal entries.
- Prepares statements and statistical reports and maintains up-to-date, accurate files.
- Completes special financial projects as assigned.
- Performs other related work as required.

MINIMUM
QUALIFICATIONS

Training and Experience:

- Bachelor Degree in Accounting is required.
- Two years professional experience in accounting is preferred.
- Experience in governmental accounting is a plus.

Knowledge, Skills, and Abilities:

- Knowledge of:
 - governmental accounting principles, procedures, and practices
 - laws, rules and regulations pertaining to budgetary accounting for government agencies
 - best practice office practices and procedures relating to governmental accounting
 - apply accounting principles to the preparation and maintenance of accounting records
 - perform detail work involving written or numeric data and to make mathematical calculations rapidly and accurately
 - analyze transactions, identify errors, and prepare adjusting journal entries
 - communicate clearly and concisely, both orally and in writing
- Ability to communicate clearly and concisely both orally and in writing with both internal and external customers

WORK
ENVIRONMENT &
PHYSICAL
REQUIREMENTS

Work Environment: 100% Inside a climate controlled building.

Physical Requirements: The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hour per day, and walking approximately one (1) hour per day. The job also requires frequent: fine manipulations and repetitive motion, with occasional: bending/stooping and reaching. On rare occasions the work requires: climbing, grasping, kneeling, and lifting/carrying objects weighing up to 15 pounds.

Sensory Requirements: Hearing: Ability to understand what others are saying in normal conversation and on the telephone. Speaking: Ability to communicate clearly and concisely both orally and in writing with others and speak effectively on the telephone. Seeing: Ability to see and read computer monitor screens and read normal and fine print.

Office Machines: The work requires the ability to operate the following office machines: telephone, Fax, photocopier, printer, calculator, and computers.

The City of Largo is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

APPLICATIONS MUST BE OBTAINED AND FILED ONLINE.
 COMPUTER TERMINALS ARE AVAILABLE IN THE HUMAN RESOURCES LOBBY FOR YOUR CONVENIENCE.
 City Hall, Human Resources Department
 201 Highland Ave NE
 Largo, FL 33770

ACCOUNTANT Supplemental Questionnaire

- * 1. Please indicate your highest level of education completed:
 - High School or GED
 - Some College Coursework
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
- * 2. Please indicate your degree program:
 - High school only
 - Other degree program
 - Accounting
- * 3. Please indicate your years of professional experience in Accounting:
 - None
 - Some experience (internships, etc.)
 - 1 - 2
 - 3 - 4
 - 5 or more
- * 4. Please briefly describe your professional accounting experience. If none, enter NA. (Please limit your response to no more than 100 words)
- * 5. Describe any experience you have working with financial accounting software. Please list any that you are familiar with. If none, please enter NA. (Please limit your response to no more than 100 words)
- * 6. Please describe any professional accounting experience in a municipal environment. If none, please enter NA. (Please limit your response to no more than 100 words)
- * 7. Describe one experience that demonstrates your ability to manage deadlines and on-going changes in priorities. If none, please enter NA. (Please limit your response to no more than 100 words)
- * 8. The focus of this position will be handling accounting work primarily involving utilities accounting. Please describe any experience you have specifically dealing with utilities. If none, enter NA. (Please limit your response to no more than 100 words)
- * 9. Do you have any experience in a lead or supervisory capacity?
 - Yes
 - No

* Required Question