



September 21, 2017

## CITY OF DeLAND

The City of DeLand has the following full-time position available:

Senior Accountant – Full Time – Starting Salary = \$21.16 – \$26.98 per hour DOQ

[http://www.deland.org/Pages/DeLandFL\\_Jobs/I0259E94A](http://www.deland.org/Pages/DeLandFL_Jobs/I0259E94A)

Pay Grade: 120  
Exempt: No  
Hours: 40 per week

Dept: Finance  
Reports to: Accounting Manager  
Date: April 2017

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**SUMMARY:** This position performs responsible accounting work in the administration of the City's bank accounts, debt payments, general ledger, and grant budgets. Work is performed under the direction of the Accounting Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reconciles monthly checking and investment accounts, and prepares related journal entries.
- Reconciles various general ledgers.
- Monitors various financial activities.
- Payment of government debt.
- Maintains liens and special assessments, and assists accounts receivables as needed.
- Maintains vendor information including W-9's and issues 1099's.
- Prepares financial reports for all City funds as needed.
- Assists in the preparation of cash forecasts and advises supervisors or others of requirements.
- Assists with the annual financial audit.
- Monitors grants and prepares grant reports for various state and federal agencies.
- Assists in formulating and recommending accounting policies and internal controls.
- Other projects and duties as assigned.
- Operates computer, scanner, and other office equipment.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** Graduation from an accredited college or university with a Bachelor's Degree or higher with major course work in accounting, finance or related field. CPA or CPA candidate preferred. Progressively responsible experience in the general or public accounting area is required. Any combination of education, experience and training may be substituted for some requirements.

**REASONING ABILITY:** The applicant must be able to prepare complete and accurate accounting reports and statements of considerable complexity. The applicant must also be able to participate technically and professionally in the development and installation of new and revised accounting and auditing system and procedures.

**OTHER SKILLS AND ABILITIES:**

- Thorough knowledge of the methods used in keeping governmental fiscal accounts and records.
- Good knowledge of modern governmental accounting practices.
- Ability to prepare fiscal reports.
- Requires strong analytical and critical thinking skills.
- Ability to manage workloads and multiple priorities.
- Requires strong communication skills – ability to both follow oral and written instructions, and to write in a clear and effective manner.
- Ability to perform complex, detailed work involving written and numeric data and to make calculations rapidly and accurately.
- Ability to get along well with others.
- Knowledge of office terminology, procedures, and equipment.
- Ability to access, input, and retrieve information from a computer.
- Must be proficient in Microsoft Excel, Word, and Outlook.

**WORK ENVIRONMENT/ADA:** While performing the duties of this job, the employee is regularly required to sit for long of periods of time performing repetitive functions in an office environment.

**Lifting:** 15-45 Pounds  
**Environment:** Office/Indoor  
**Vision:** 20/20 or Corrected to 20/100  
**Hearing:** Normal Noise Levels for Office Environment

Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.

Applications can be picked up at the DeLand City Hall, Human Resources Dept., 120 S. Florida Ave., DeLand, FL 32720-5422, 2<sup>nd</sup> floor or by visiting the website at [http://www.deland.org/Pages/DeLandFL\\_Jobs/](http://www.deland.org/Pages/DeLandFL_Jobs/). Completed applications may be submitted online, in person or by fax at (386) 626-7138 attention Human Resources Department.

**EQUAL OPPORTUNITY EMPLOYER/M-F-VP-D**