



CITY OF DeBARY, FLORIDA

Employee Job Description

ACCOUNTANT

Department:	Position #115	Exempt:	No
Reports To:	Finance Director	Pay Grade/Wage:	15
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under direct supervision of Finance Director, performs duties related to accounting functions requiring advanced training, experience and competencies. Duties performed are of a complex financial nature and include, but are not limited to, accounts payable, accounts receivable, payroll, fixed assets, business tax receipts, and general bookkeeping operations.

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Knowledgeable of accounting principles as applied to governmental fund accounting.
- Perform the accounting functions of the City in an accurate and timely manner.
- Ability to create and manipulate spreadsheets for various analytical reports.
- Prepares detailed schedules of working papers with supporting documentation for the annual audit.
- Analyze revenue, expenditure, asset and liability accounts and other financial information.
- Establish and maintain financial records for the BTR files.
- Prepare and file federal and state forms and reports timely.
- Prepare deposits and cash receipt batches for monies received.
- Process payroll and reconcile Form 941's and other documents to the general ledger quarterly, provide explanation for any variances.
- Provide payroll related data for various inquiries including workers' compensation insurance.
- Prepare journal entries.



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- Participate in city cross-training initiatives to assist and train other city staff with day-to-day financial procedures and policies impacting accounting operations.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's degree in accounting or a related field; or an Associate's degree in accounting or a related field with three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES & REGISTRATIONS:

Professional Certifications may be required for this position in support of related functional areas of responsibility.

KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. In decision making, some choices are known while others may need to be identified. Some reliance on precedent. Ability to interpret a variety of complex instructions furnished in written, oral, diagram or schedule form.



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WORK ENVIRONMENT/ADA:

Physical Demands: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk, hear, use the hands and occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday.

Environmental Factors: Inside work. Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Signature

Employee Printed Name

Date