



POSITION	Accountant	REPORTS TO	Finance Director
DEPARTMENT	Finance	EXEMPT	Exempt
EFFECTIVE DATE	06/20/2023	REVISED DATE	06/20/2023

## DESCRIPTION

### ACCOUNTANT

#### SUMMARY

Under general direction from the Finance Director, the purpose of the job is to perform moderately complex accounting work according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at a professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments. Performs related work as directed.

#### ESSENTIAL FUNCTIONS

This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties that are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

#### DUTIES AND RESPONSIBILITIES:

- Prepares journal entries and fund transfer requests.
- Balances encumbrances, general ledger, and subsidiary ledgers.
- Reconcile various general ledger accounts to supporting information provided by other departments.
- Maintains documents and records associated with various business transactions including financial analyses, statements, and reports.
- Assist in the preparation of monthly, quarterly, and year-end close processes.
- Prepares and assists in preparing financial reports and analysis; maintains or assists in maintaining general and subsidiary ledgers and supporting schedules for a variety of accounts.
- Assists in the research, evaluation, and implementation of new Governmental Accounting Standards Board (GASB) Statements.8. Reviews accounting documents to ensure accuracy and makes correcting entries as required: examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and federal, state, and local laws, codes, and regulations.
- Monitor remaining funding available for projects.



## VILLAGE OF *Indiantown* FLORIDA

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- Ensure pay applications are in accordance with contract terms; prepare, process, and/or validate pay applications, requisitions, purchase orders, and check requests.
- Reconcile vendor statements and pay applications; assists accounts payable with resolving and researching payment issues.
- Compiles and maintains contract records including project status reports, inspection reports, notices to proceed, change orders and pay requests.
- Assists with the preparation of correspondence, contract documents, and project reports.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Education, Training, and Experience Guidelines:

- Bachelor's degree in accounting, finance, business administration, economics, or a closely related field; Master's preferred.
- A minimum of 3 years' experience in the field.
- Public-sector executive financial management experience is a plus.

#### Knowledge of:

- GAAP, GASB, audits, and other regulatory requirements in the financial field.
- Debt service, capital investment, and debt instruments and how to best use them as growth instruments.
- Principles and practices of governmental accounting and financial reporting.
- Laws, regulations, and procedures in purchasing and procurements.
- Typical office computer systems and software with advanced skills with Excel; knowledge of Black Mountain Software is a plus.

#### Skill in:

- Effective oral and written communication with the ability to make presentations.
- Strong interpersonal, management, and leadership skills with a positive public/customer service attitude.
- Assessing municipal programs and proposed policies in terms of their financial and administrative implications.
- Appraising market trends and terms in relation to municipal debt.

### LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess a valid Florida driver's license upon hire and maintain it throughout the length of employment with the Village of Indiantown.
- CPFO, CGFO, CGFM, or CPA designation highly desired.

### WORKING ENVIRONMENT

- Work is performed primarily in an indoor office environment.
- Work occasionally requires travel to different locations inside and outside of the Village that will primarily be indoors.



#### PHYSICAL AND MENTAL DEMANDS

##### Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional to frequent working alone; and occasional to frequent contact with the public and elected officials, sometimes encountering angry or upset patrons or citizens.

##### Mobility:

- Frequent standing, sitting, or walking for extended periods; occasional driving; occasional pushing, pulling, or lifting of up to 25 pounds; and occasional reaching, bending, kneeling, stooping, squatting, and crawling.
- Occasional balancing, turning, and climbing.

##### Dexterity:

- Frequent repetitive motion from writing, using a computer keyboard for extended periods of time, grasping, holding, and reaching.
- Standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or other restricted physical activities.

##### Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception; hand/eye coordination; depth perception; and peripheral vision.

##### Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

#### PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.

#### VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_