
Town of Fort Myers Beach Job Description

Position: Senior Accountant
Department: Finance

POSITION SUMMARY

The senior accountant performs a variety of complex professional and administrative work. This position assists the Director directing the finance office and by performing a variety of standard accounting functions. Assists in the strategic direction of fiscal policy matters. Work is performed with independent judgment and under the general direction of the Finance Director.

ESSENTIAL JOB FUNCTIONS

- Performs the maintenance operation of the general accounting system for the Town and its departments, offices, and agencies.
- Keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties.
- Performs all municipal functions and duties relating to the financial analysis, auditing, and presenting and disbursement of claims and demands against the Town including payroll.
- Verifies and monitors the maintenance of contracts and/or inter-local agreements for auditing, accounting, consulting, investment, insurance, etc.
- Coordinates with the Finance Director monthly statements and reports of the financial condition of the Town and other required financial reports.
- Prepares and reconciles accounts payable and receivable ledgers.
- Processes insurance and taxes for payment; assists with payroll recordkeeping
- Codes checks received for accounts receivable.
- Prepares, post and maintain monthly journal entries.
- Updates files on insurance payments, taxes, fixed assets.
- Assists in budgetary processes and meetings.
- Reconciles and post daily cash from accounts receivable.
- Monitors all water utility debt accounting and projects working closely with the Contracts Manager and Finance Director.
- Coordinates grant administration with departments and monitors payment requests.
- Coordinate, monitor and maintain all donation and petty cash accounts.
- Coordinate with other departments to ensure timely and efficient reporting of all financial activities.
- Perform any other financially related tasks as requested by Finance Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Minimum of graduation from an accredited college of university with a concentration in business administration, accounting or related field, with five (5) years of accounting or finance experience. BA/BS Degree in accounting preferred. Experience in Federal, State or local government procurement procedures and related budget requirements. An equivalent combination of training and experience which provides the required knowledge, skills and abilities may be substituted for BA.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Quality knowledge of accounting principles, purchasing procedures, as well as standard office practices. Must be able to learn the uniform accounting system of the Florida Department of Banking and Finance; compile meaningful and informative special and regular financial statements and analyze varied statistical data, records and reports. Computer skills should include use of MS Word, Office Professional and Excel. Must possess good oral and written communication skills. Must be self-motivated and detail-oriented and possess good decision-making skills. Must be physically capable to perform essential functions as required
- Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisor, other agencies and the public.
- Valid Florida driver's license.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is primarily in an office environment.
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.