



The City Beautiful

City of Coral Gables Job Description

Job Title: Accountant III
Department: Finance
Classification: 0345
Paygrade: 25E
FLSA: Exempt

Prepared Date: 12/2016
Approved By: HR/CM

Summary

This position performs more advanced professional, financial and accounting work. Conducts and coordinates difficult and complex research, analysis, development and summarization of certain financial information for financial reporting and auditing purposes. Assists with the City's internal and external financial and compliance audits and reporting requirements. This function works closely and under the supervision of the Comptroller and Assistant Finance Director.

Essential Duties and 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.

Research, analyze and summarize various financial records to develop complex financial reports such as Annual Financial Report required by the Florida Department of Financial Services, Comprehensive Annual Financial Report, Single Audit Report, Quarterly Financial Reports, and other financial reports for internal and external users.

Develop worksheets and schedules of financial information and records which supports various notes and tables presented in various financial reports, including those mentioned above.

Assists in the annual year-end audit process including, but not limited to, summarization of certain financial information, preparation of audit confirmation requests, prepared by client (PBC) schedules and other requested documents and audit selections.

Assists in the analysis and preparation of the quarterly financial report and other internal reports as assigned

Maintains and reconciles the investment portfolio and records transactions such as purchases, sales, market value adjustments, interest earnings and accruals and amortization of premiums/discounts.

Performs the monthly bank reconciliation for all of City's bank accounts. Identify and records bank originated transactions, including but not limited to, credit card charges and fees, deposit items returned and other corrections and adjustments. Identify reconciling items and notify responsible parties for resolution.

Assists in inquiries and research from customers and city departments on credit card and other banks and merchant accounts related transactions.

Prepares and records payment transactions to the third party administrator of the City's self-insurance program.

Maintains and reconciles the quarterly retirement fund investment managers' reports and prepares regular, adjusting, and closing entries.

Prepares the monthly cash flow requirement for the Retirement System.

Analyzes the monthly expenditure transactions of the capital and related accounts, and identify transactions meeting the City's capital asset threshold policy. Maintains and updates the capital asset detailed listing which supports the accounts and balances reported in the City's CAFR.

Analyzes and records monthly remittances from federal, state and local entities including, but not limited to, franchise fees and utility taxes, the local communication tax, local option tax, half-cent sales tax, revenue sharing, 911 wireless and non-wireless fees, parking and traffic fines, and sewer and storm water billed revenues.

Analyzes, reconciles and records the remittances from Miami-Dade County for real estate property and personal property tax; and municipal surtax

Assists and/or respond to public requests and inquiries.

Performs highly complex accounting work in accordance with GAAP, City's established procedures and guidelines and regulatory requirements.

Assist in the planning and implementation of new Governmental Accounting Standards Board (GASB) statements. Keeps abreast of changes and updates relating to governmental accounting, federal and state compliance requirements and state auditor general rules and regulations.

Provides technical accounting support and interpretation to management and employees.

Assist with the planning and implementation of new financial and accounting computerized systems and programs.

Assist in reviewing current accounting and financial reporting procedures, identify areas for improvements and develop new procedures and updates as necessary.

Under the direction of the Comptroller and/or Assistant Finance Director, plans, manages, coordinates and implements the year end closing processes and procedures and audit timetable and preparation.

Review the general ledger and trial balance of each fund to ensure that balances and transactions are reasonable, posted timely, complete, and proper; and within the established budgetary parameters.

Maintains and reconciles balance sheet accounts of all funds with assistance from accounting support personnel. Prepares regular, adjusting and closing entries.

Reviews and as necessary, corrects the work of the accountants, financial analysts, collection clerks and other accounting personnel engaged in the maintenance of general ledger.

Recommends revision of forms, account classifications and statements.

Assist in a variety of special projects, research and studies as directed.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described. Individual assignments will be determined by the Controller and/or Assistant Finance Director based on current workloads and department needs.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of municipal accounting and auditing. Knowledge of modern office practices, procedures and equipment. Knowledge of the principles, practices and procedures of municipal finance administration. Knowledge of the principles of administrative organization and management, and knowledge of general public administration. Ability to analyze and interpret accounting data and to devise accounting and auditing systems, procedures and techniques. Ability to lay out work programs and to instruct and supervise subordinate personnel in a manner conducive to full performance and high morale. Ability to express ideas thoroughly and concisely, orally and in writing. Ability to keep complex records and to prepare and submit reports. Ability to analyze organizational problems related to public finance and to make recommendations. Ability to establish and maintain working relationships with others.

Current knowledge of industry GAAP, regulatory and legislative developments affecting accounting and financial reporting functions to ensure application to areas of responsibility.

Skill in researching, compiling and summarizing statistical data and information.

Ability to understand and follow pre-established City, State, and Federal policies, procedures and regulatory requirements applicable to areas of responsibility.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment like computer terminals, printers, copy machines, telephone systems, facsimile machines.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Qualifications

A bachelor's degree in Accounting, Finance, Business Management, or related field is required.

Four (4) years professional experience in accounting, audit procedures and/or financial management, preferably in the public sector is required.

Knowledge of EDEN Systems and governmental accounting modules preferred.

Valid Florida Driver's License.