

## CITY OF MARCO ISLAND, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           ACCOUNTANT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized accounting and supervisory work involving application of bookkeeping principles and maintenance of City's fiscal records.

### **ESSENTIAL FUNCTIONS**

**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.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Primarily responsible for the maintenance of the accounting records of the City according to established account classifications including cash books, subsidiary journals and general ledgers; posts entries to these books from supporting records; makes adjusting entries.

Prepares and verifies daily and monthly summary reports.

Supervises and sets up new accounting procedures, resolves accounting and/or reporting problems.

Prepares various regular and special reports including the Comprehensive Annual Financial Report, balance sheets and statements.

Monitors cash flow and balances; analyzes general ledger, fund operations and projections; closes year-end books.

Trains and instructs employees on new technology.

Prepares tax analyses, bookkeeping entries, and special analyses of internal control procedures and audits.

Coordinates with other departments to develop and implement citywide accounting policies and procedures.

Assists outside auditors in the audit of city accounts.

Provides assistance in preparing annual budget and budget monitoring, risk management and insurance, and coordination and supervision of purchasing activities.

Operates a personal computer, calculator and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting or Business Administration; Master's Degree in Business Administration preferred; two to four years of experience in governmental accounting, with one year at a supervisory level; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Certified Public Accountant preferred.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors and shades of color. Some tasks require the ability to communicate orally.

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

*The City of Marco Island is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*