ACCOUNTING/BUDGET SPECIALIST

POSITION SUMMARY

Incumbents are responsible for performing and/or directing the activities of an entire accounting and budgeting function. Responsibilities include extracting, compiling and reporting data; ensuring the accuracy of data; and researching issues; maintaining the City's financial records, reviewing, making recommendations on City financial policy, developing and presenting financial reports, and performing financial analysis. Incumbents may lead lower level staff. Receives general supervision from higher management staff.

RESPONSIBILITIES

Essential Duties:

- Performs and participates in complex and day to day accounting and coordinates functions of the accounting office which includes, but is not limited to: accounts payable, accounts receivable, payroll, and asset management operations; Advises Director of Finance and Administrative Support on cash or funding available for expenditures and other related activities; and implements financial policies and procedures.
- Prepares, compiles, and publishes timely, useful financial reports and financial projections including, but not limited to budget comparisons, monthly financial reports, Comprehensive Annual Financial Report (CAFR), annual fund balance report, other reports, and sales tax projections which accurately communicate the City's financial condition and presents reports and information to the Deputy City Administrator, City Administrator and City Commission.
- Reviews, recommends improvements, and implements changes to the City's accounting and fund structure, and financial policies.
- Prepares preliminary annual operating budget under the direction of the Deputy City Administrator.
- High level of responsibility for departmental budget creation and implementation; revenues, and expenditure authority.
- Manages accounting of the City's employee pension and retirement plans and communicates with investment managers and actuary to ensure employer costs are properly allocated.
- May act on behalf of Deputy City Administrator of Finance and Administrative Services regarding financial issues in his/her absence.
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities: (position requirements at entry):

- Knowledge of financial management;
- Knowledge of governmental accounting and auditing principles, practices, and procedures;
- Knowledge of pension and retirement plan management;
- Knowledge of Government Accounting Standards Board (GASB) rules;
- Knowledge of Generally Accepted Accounting Principles (GAAP);
- Knowledge of investment fund management and municipal debt administration;
- Ability to manage cash flow;

- Ability to prepare financial reports;
- Ability to interpret and explain federal, state, and city laws, regulations, and policies regarding City funds, revenues, expenditures, expenses, and property;
- Ability to demonstrate and teach effective customer service principles and practices;
- Ability to use a variety of office equipment and computers and related software applications;
- Possesses communication and interpersonal skills to effectively interact with coworkers, supervisor and the general public.

Judgment/Decision Making:

- Performs duties within scope of general City policies, procedures and objectives.
- Analyzes problems and performs needs assessments. Makes recommendations that affect policies, procedures and practices.
- Uses judgement in adapting broad guidelines to achieve desired result.
- Judgement requires accuracy because errors could potentially result in inaccurate reports, incomplete or misleading information, unsound recommendations, or incorrect decisions.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Supervision is exercised over the Finance staff.
- Confers with Deputy City Administrator about human resources and operational issues.

Relation to Others:

- Has considerable and consistent contact with others in key positions within the community and state. Contacts usually involve discussions related to the development and/or changes to current policies or programs.
- Requires advanced interpersonal and communication skills to establish and maintain internal and external relationships. Communication may be one-on-one, regular small group presentations and possibly large group presentations.
- Likely to be involved in media related activities; background work/information gathering.

SKILLS

Education and Experience:

Bachelor's Degree in Accounting and requires more than three years, up to and including five years of related experience. Requires working knowledge of specialized practices, equipment and procedures in municipal government, with two years in an administrative or supervisory capacity or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Special Requirements:

- Valid Drivers License

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WORKING CONDITIONS

Environment:

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or objects of light weight may be required. Work related travel is minimal.

Classification: Grade 15
FLSA: Non-Exempt
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