

Title: Lakeland Center Accountant
PG: 58
Status: Non-Civil Service
Position Report to: Lakeland Center Director
Department: The Lakeland Center

Class Code: 2144
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible administrative and specialized technical work dealing with The Lakeland Center's databases and their relationship with The Lakeland Center (and the City's) computerized systems. Work is performed with considerable independence within technical guidelines and procedures. This position is responsible for providing technical service in the development, operation and maintenance of complex computer databases as related to their application software, and the planning, development and implementation of computer systems and programming. An employee in this classification is responsible for the testing, implementation, upgrading and controlling of the quality of the assigned databases. Work is reviewed by appraisal of accomplishments, effectiveness of project completion and conformance to established goals and policies.

GENERAL DESCRIPTION (ACCOUNTING):

This is advanced professional accounting and administrative work in assisting The Lakeland Center (and the City Finance Department) in the planning, organizing and directing the operations for central fiscal control. Work involves supervision of all general accounting activities of The Lakeland Center, requiring a thorough knowledge of accounting procedures and principles. Work includes the exercise of considerable judgment in assisting, planning, installing, revising and maintaining accounting procedures, and in the preparation of statements and reports. Administration is exercised over various subordinate employees on specific project assignments and routine tasks. Work is reviewed by a technical or administrative superior for overall standards of performance and accuracy and is also subject to periodic and annual audits.

ESSENTIAL FUNCTIONS (DATABASES, SYSTEMS AND PROGRAMING):

1. Plans, directs, and coordinates the development and maintenance of programs for microcomputers and/or LAN Server(s).
2. Plans, assigns and directs the analysis, programming, testing and documentation of systems and programming projects.
3. Performs diagnostic work on systems, programs and equipment to detect and correct malfunctions.
4. Designs, develops, tests and documents procedures to purge old data, convert data and manage security.
5. Designs, develops, implements and documents new databases/tables to support new or existing database applications in addition to monitoring and maintaining existing databases.
6. Handles day-to-day database activities including performance monitoring and tuning to ensure the efficient and accurate operation of the database software. Manages the security, backup and recovery mechanisms for all database instances.
7. Ensures that all database instances remain at compatible release levels and manages migration strategies to new release levels.
8. Provides all data integrity and reliability services for the database instances. This includes ensuring data consistency across applications, protection of data against misuse/corruption, restricting access to data and establishments of security access controls.
9. Plan, develop and administer the design of database interfaces to other applications and/or databases.

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ESSENTIAL FUNCTIONS (ACCOUNTING):

1. Administers and assists in the planning, organizing and directing of the work of a group of subordinate professional, sub-professional and clerical employees engaged in maintaining the general accounting activities of The Lakeland Center as it relates to the City of Lakeland.
2. Monitors general ledger accounts related to special event/project accounting, including establishment of budgets, posting of transactions, and progress reporting.
3. Prepares reports/returns to federal and/or state agencies as required.
4. Prepares forecasts and projections of revenues and expenses using statistical techniques in order to prepare multi-year financial plans.
5. Reconciles the general ledger to source documents to verify accuracy of account balances.
6. Compiles financial statements, statistical reports and analyses, annual reports and statements, special reports and analyses.
7. Monitors/Supervises the preparation of work-papers and reports used to record financial transactions such as payments to vendors, remission of tax collections to other governments, issuance of accounts receivable invoices to third parties, and recording of inventories of materials and supplies.
8. Assists external auditors during annual audits, including preparation of financial statements and supporting work paper files.
9. Monitors/Supervises the preparation and balancing of The Lakeland Center's annual budget.
10. Assists personnel in other Lakeland Center departments in solving problems of a technical accounting nature.
11. Finance department head for The Lakeland Center inclusive of the Box Office and Parking sub-departments.
12. Serves as on site Duty Manager as required.

KNOWLEDGE, SKILLS & ABILITIES (DATABASES, SYSTEMS, PROGRAMING AND ACCOUNTING):

1. Extensive knowledge of computer software, hardware and information management systems.
2. Working knowledge of Windows 95/98 and NT.
3. Skilled in SQL and Visual Basic.
4. Strong analytical skills.
5. Thorough knowledge of systems design and programming techniques.
6. Knowledge of organization methods and record keeping practices.
7. Ability to plan, direct and coordinate the work of subordinates to produce clear efficient programs.
8. Ability to establish and maintain effective relationships with employees and City officials.
9. Ability to communicate effectively, both verbally and in writing.
10. Ability to be a self-starter with a strong willingness to learn and work in a demanding fast paced environment.
11. Thorough knowledge of accounting principles and procedures.
12. Thorough knowledge of office procedures, practices, systems and equipment, as applied to financial operations.
13. Considerable knowledge of the principles and practices of City fiscal administration.
14. Ability to apply accounting principles to the maintenance of voluminous financial and accounting transactions.
15. Ability to analyze and solve a wide variety of accounting and fiscal problems.
16. Ability to plan, organize and supervise the work of a group of professional, sub-professional and clerical personnel in a manner conducive to full performance and high morale.
17. Ability to prepare financial reports and statements in accordance with general accepted accounting principles.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in business administration, computer science, accounting or closely related field
2. Three (3) years of experience in accounting and/or fiscal operations with extensive emphasis on computerized systems and/or programming.
3. An equivalent combination of education and/or experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Sybase SQL Anywhere
2. Visual Basic
3. MS Access and Office
4. INFOMAKER
5. Ungerboeck Event Business Management System
6. KRONOS Timekeeper
7. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.