

Title: Accountant III – Cleveland Heights
PG: 58
Status: Non-Civil Service
Position Reports to: Golf Course Manager
Department: Parks & Recreation

Class Code: 200309
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is an advanced professional accounting and administrative position. Work involves participation in all general accounting activities of The Heights, requiring a thorough knowledge of governmental and fund accounting principles. Work includes the exercise of considerable judgment in assisting in planning, installing, revising and maintaining accounting procedures and in the preparation of statements and reports. Work requires considerable proficiency with, and the ability to learn and efficiently utilize sophisticated computer application software, including development of customized spreadsheet, reporting, and database applications. Work assignments are received in general form indicating the results desired. Questions relating to major objectives and priority of work are discussed with an administrative superior. Supervision may be exercised over various employees of the unit on specific project assignments. 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:

1. Establishes and performs control procedures used to verify the accuracy, integrity and smooth operation of large computerized databases containing the central financial and payroll information for The Heights funds.
2. Performs special assignments that require considerable technical knowledge of accounting principles and procedures as well as City policies and procedures.
3. Monitors general ledger accounts related to special project accounting, including establishment of budgets, posting of transactions, and progress reporting.
4. Prepares reports issued to federal and state regulatory agencies as required to request funding and to satisfy financial and reporting requirements of financial assistance programs.
5. Prepares forecasts and projections of revenues and expenses using statistical techniques in order to prepare multi-year financial plans.
6. Reconciles the general ledger to subsidiary ledgers to verify the accuracy of account balances.
7. Compiles regular monthly financial statements, statistical reports and analyses, annual reports and statements, special reports and analyses.
8. Prepares schedules and reports used to record a variety of financial transactions.
9. Assists external auditors during annual audits, including preparation of financial statements and supporting workpaper files.
10. Aids in the preparation, balancing and monitoring of the City's annual budget.
11. Maintains computerized fixed asset accounting system, including entry of new purchases, dispositions, and reconciliation to general ledger.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of generally accepted accounting principles, including governmental accounting and accounting rules of the Federal Energy Regulatory Commission.
2. Thorough knowledge of modern office procedures, practices, systems and equipment, as applied to financial operations.
3. Considerable knowledge of the practices of City fiscal administration.
4. Ability to apply accounting principles to the maintenance of voluminous financial and accounting transactions.
5. Ability to analyze and solve a wide variety of accounting and fiscal problems.
7. Ability to prepare complex financial reports and statements in accordance with general accepted accounting principles.

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8. Ability to apply extensive skills and to develop and apply new skills associated with the use of sophisticated computer applications and desktop and mainframe hardware systems, including the ability to readily adapt to changes in the use of computer programs and hardware configurations resulting from advances in computer technology.
9. Ability to establish and maintain effective working relationships with supervisors, co-workers and personnel from other departments.
10. Ability to express ideas clearly, both verbally and in writing.

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 bright/dim lights, dusts and pollen.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, 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 accounting.
2. Four (4) years of experience in accounting and fiscal operations
3. Completion of City University level one (1) or completion within 12 months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. 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.