



City of Mexico Beach

Job Description

Position: Staff Accountant

FLSA Status: Non-Exempt

Job Summary:

This is a highly responsible position in the City's finance department which involves planning, directing and implementing accounting activities. Work is performed under the primary supervision and direction of the City Administrator

Major Duties and Responsibilities:

- In addition to the essential duties and responsibilities, other tasks may be assigned:
- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting and payroll;
- Participates in the preparation of various financial statements and reports;
- Maintain and review for accuracy the general and subsidiary ledgers including but not limited to: accounts receivable, accounts payable, revenue distribution, depreciation, property, operating expenses and insurance records;
- Participates in cost analyses and rate studies,
- Prepares statements and reports of projected future revenue and expenses,
- Assists in the review of accounting and administrative controls including establishing controls for new financial systems and developing procedures to improve existing systems;
- Assists in the coordination and preparation of materials for the City's external audit;
- Conducts periodic reviews of financial information with the City's department heads;
- Assists in the management and tracking of grants;
- Supervises the preparation and filing of various regulatory reports including sales tax returns, fuel tax returns, payroll tax returns, arbitrage reports, bond disclosure reports and others as required;
- Responsible for executing City payroll, including retirement and other benefits management;
- Presentation and explanation of financial information as needed to City Administrator and other decision-makers as needed;
- Responsible for the preparation of monthly bank reconciliations and general journal entries related to the same.

SUPERVISORY RESPONSIBILITIES:

Personnel in Accounts Payable and Utility Billing.

Job Requirements:

- To perform the job successfully, an individual should demonstrate the following competencies:
- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilize others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educate others on the value of diversity; promotes a harassment-free environment; Builds a diverse work force.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments

on time.

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

Applicant must have a minimum of a Bachelor's Degree in accounting from an accredited college or university. Additionally, the applicant should have a minimum of three (3) years of experience in an accounting environment, preferably in the governmental accounting sector either as an employee of a government or an external auditor of governmental entities. A thorough knowledge of GAAP is required, and a knowledge of GASB standards is preferred.

LANGUAGE SKILLS:

Ability to understand and follow oral and/or written instructions; must be able to read and write and keep records and reports.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER REQUIREMENTS:

Must have the ability to work under time constraints, have knowledge of system analysis techniques, must have the ability to create and modify spreadsheets and word processing documents, must have an understanding of computer operating systems, must possess the ability to deal with the general public and to work harmoniously with fellow employees.

Must possess a valid Florida Driver's License - driving record must be acceptable to the City insurance program.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, stand, climb or balance. The employee frequently is required to reach with hands and arms, talk or hear, walk, stoop, kneel, crouch, or crawl, and use hands to finger, handle, or feel objects, tools, or controls, taste or smell.

The employee must occasionally lift and move up to 40 pounds. Specific vision abilities required by this job is ability to adjust focus, close vision and peripheral vision, color vision, and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subjected to any special or extraordinary environmental conditions, other than those normally found in an office environment. The noise level in the work environment is usually quiet to moderate.

Pay Grade: Determined by City Council

Disclaimer:

The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Attachment to Staff Accountant Job Description

The City of Mexico Beach is currently accepting applications for the position of **Staff Accountant**. The position's primary responsibility is managing all Financial Documents. Qualified candidates will have a valid driver's license, a 4 year degree in Public Administration or a related field; a strong emphasis in financial management; or equivalent combination of education and experience. Starting salary DOQ with salary range of \$45,000-\$65,000. To view a detailed job description visit www.mexicobeachgov.com. To apply please submit a Job Application, Resume and Cover Letter to the City Clerk at l.hovind@mexicobeachgov.com or City of Mexico Beach, ATTN: City Clerk Po Box 13425 Mexico Beach, FL 32410 Position open until filled.