Town of Southwest Ranches Job Description

Title: Accountant  
Department: Finance  
FLSA Status: Exempt  
Reports to: Controller

General Description:
Perform basic through intermediate professional work involving a variety of accounting tasks, involving the application of bookkeeping principles and practices in the preparation and maintenance of a variety of financial and payroll functions through the use of a computer and/or manual recordkeeping, including accounts receivable, accounts payable, and payroll functions. The primary functions of this classification are maintaining account books and ledgers, performing calculations, collecting fees and inputting cash receipts, examining financial documents, preparing financial summary reports and performing financial related record retention duties.

Under general supervision, the employee in this classification is required to exercise initiative and independent judgment in organizing, maintaining and systematically reviewing financial transaction records.

Essential Functions:
1. Reviews payrolls submitted by departments for accuracy and completeness. Answers questions of payroll prepares/department heads.
2. Compiles and processes payroll for salaried staff, temporary, hourly workers and enter into computer system.
3. Prepares various reports, monitors accuracy of reports.
4. Tracks, monitors, and assists in the maintenance of fixed asset records; accounts for loan payments.
5. Assists in the preparation of monthly, quarterly, and annual reports, returns and forms.
6. Reconciles bank statements and records.
7. Performs a variety of administrative support and clerical duties as required or requested by the Town Financial Administrator (TFA) or Controller.
8. Identifies and/or recommends cost control measures in the delivery of all services and functions in the department and under the area of responsibility.
9. Assists Controller with the maintenance of the open/closed purchase order/encumbrance accounting system.
10. Collects and processes payments to the Town. Works with Town departments and vendors to answer questions and resolve problems.

Accountant – October 2019
Town of Southwest Ranches Job Description

11. Reviews invoices for accuracy. Enters codes for accounting system. Coordinates with department staff member who initiated the purchase. Answers vendor inquiries about payment. Maintains IRS Form W-9 controls. Responsible for the information recorded in accounts payable vendor files and must maintain accounts payable in balance at all times.

12. Prepares checks/vouchers for incoming invoices and/or submits accounts payable for processing. Initiates payment into the accounting system. Pays invoices and processes checks. Distributes budget to actual reports to staff.

13. Contacts customers and remediates returned checks.

14. Prepares daily bank deposits and enters into computer system. Assists with taking deposits to bank.

15. Monitors daily reconciliation of credit card settlements.

16. Access bank/intergovernmental sites to download and interpret data.

17. Inputs journal vouchers/entries, cash receipts/ACH’s, budget adjustments, purchase orders into computer system as directed by the Controller or TFA.

18. Prepares annual Fire Inspection invoices; then responsible for its monitoring and maintenance. Assists in the collation of the proposed and adopted Budget Books as well as the annual comprehensive annual financial report (CAFR).

19. Assist external auditors with questions and provide audit schedules as needed.

20. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

Minimum Qualifications:

A. Education and Experience:
   Associate’s degree with accounting course work required. At least one (1) year experience dealing with accounting accounts payable required. Proficiency in Microsoft Word and Excel required. Customer service experience preferred. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

B. Advisory Board Liaison:
   None

C. Certifications: (within one (1) year of hire date)
   ICS certifications in accordance to Emergency Management position and the Town’s NIMS requirements.

D. Knowledge, Abilities, and Skills:
   • Knowledge of accounting practices and principals.

Accountant – October 2019
Town of Southwest Ranches Job Description

- Knowledge of automated accounting systems.
- Ability to communicate effectively orally and in writing.
- Skilled in the use of Microsoft Office Suite.
- Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town’s Ethics and Conflict of Interest policies.
- Establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

Essential Physical Skills:
Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), reaching, pulling, pushing, sitting, walking, standing, kneeling, and bending.

Environmental Conditions:
Works inside in an office environment.

Key Competencies:
Integrity, business acumen, professional knowledge, analysis, attention to detail, interpersonal skills, communication (oral and written). Work is performed under general supervision of Finance supervisors and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Employee Signature and Date:

I, ________________________________, Acknowledge Review of This Job Description.
(Employee’s Name - PRINT Name)

____________________________________ Date: __________________________
Employee’s Signature

____________________________________ Date: __________________________
Supervisor’s Signature

Accountant – October 2019