

# Seminole County

## Classification Description

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Classification Title: Accountant

Class Code: 3000

EEO Code: F

FLSA: Non-exempt

Revision Date: August 1, 2006

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### General Statement of Job

Plans, coordinates, and maintains an efficient accounting system, including accounts payable and receivable, payroll, and cost accounting functions, through use of a personal computer. Compiles monthly, quarterly, and annual financial statements, reports related to department or division financial activity. Reconciles and classifies the recording of receipts and distributions. Plans, organizes, develops, reviews, and revises accounting forms, fiscal statements, controls, information systems, and procedures to promote efficient financial records. Monitors accounts and posts fixed assets to respective accounts. Processes and tracks payments to consultants. Prepares and coordinates with County Finance all necessary adjusting entries. Assists supervisor in budget and financial planning. Performs analysis and evaluations of budget expenditures.

### Essential Functions

**Essential Functions:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Prepares and coordinates with County Finance all necessary adjusting entries. Assists supervisor in budget and financial planning. Provides guidance to Division Managers regarding Capital Improvements Program. Analyzes all projects within the program, including ensuring available funding or processing a budget change request. Performs analysis and evaluation of budget expenditures along with other duties as necessary.

Interviews, hires, evaluates, coordinates, organizes, and supervises accounting staff. Organizes the annual budget and rebudget preparation with all the Division Managers and Supervisors. Liaisons with Fiscal Services to ensure the accuracy of the budget for final presentation to County Management and Commissioners. Compiles and composes statistical reports for the department to be included in the CARP. Prepares monthly financial statement to be used by the Director, Division Managers, and Auditors.

Plans, organizes, develops, reviews, and revises accounting forms, fiscal statements, controls, information systems, and procedures to promote efficient financial records.

Plans, coordinates, and maintains an efficient accounting system, including accounts payable and receivable, payroll, and cost accounting functions, through use of a personal computer. Compiles monthly, quarterly, and annual financial statements, reports related to department or division



financial activity. Reconciles and classifies the recording of receipts and distributions.

Monitors accounts and posts fixed assets to respective accounts. Processes and tracks payments to consultants. Prepares and coordinates with County Finance all necessary adjusting entries. Assists supervisor in budget and financial planning. Performs analysis and evaluations of budget expenditures.

Maintains salary spreadsheets, leave balances, and petty cash fund for department. Reviews and forwards requisitions and payment requests for final approval. Assists supervisor with budgeting, reporting, and changes to the budget.

**Additional Duties:**

Assists/trains employees as requested.

Provides reports as necessary.

Performs other duties as assigned or as may be necessary.

**Minimum Qualifications**

Completion of Bachelor's Degree in accounting, finance or business administration and one (1) year experience in an accounting position. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**Special Requirements**

Ability to apply accounting procedures to practical applications. Ability to analyze and evaluate accounting data.

Ability to follow detailed oral and written instructions.

Ability to organize work and provide technical assistance to other accounting personnel. Ability to prepare complete and accurate complex accounting reports and statements.

Ability to complete work assignments with a minimum of supervision.

**Technical Requirements**

Must maintain a Valid Florida Drivers License.

Skilled in the use of standards office equipment, such as a 10 key adding machine or calculator, and personal computer. Skilled in the use of Microsoft Word and Excel Spreadsheets.



**Working Conditions**

The work environment for this position is an office setting. Most duties are performed sitting at a desk or table. Incumbents in this position perform job tasks that require repetitive hand movement.

