

**JOB TITLE: Accounting Systems Administrator**

**JOB CODE: 04.09**

**GRADE: 20**

**CLASSIFICATION: Exempt**

**PURPOSE OF THE POSITION:** To establish and maintain accurate detailed records of all financial transactions including the monthly reconciliation of bank accounts to the City's financial reports; reviews journal entries for proper account classification and authorized funding; trains and troubleshoots system problems on the Financial Management System and integrated purchasing system; prepares financial reports; reviews and tracks non-sufficient fund checks. The incumbent performs the responsibilities and duties of other positions in the Finance Department during their absence.

**MINIMUM QUALIFICATIONS:** A Bachelor Degree in Accounting or a related field is highly desirable and three (3) years of professional accounting experience and experience with personal computers and accounting software. Experience in state and local governmental accounting is preferred or any equivalent combination of training and experience that provides the following knowledge and abilities.

**SPECIAL REQUIREMENTS:**

- Knowledge of state and local government accounting principles and practices including those promulgated by the Governmental Accounting Standards Board and the Financial Accounting Standards Board.
- Knowledge of generally accepted accounting principles as applied to governmental accounting, auditing, and financial reporting.
- Knowledge of fund, budgetary, and encumbrance accounting.
- Knowledge of modern office management practices, procedures, and equipment particularly as applied to accounting systems.
- Knowledge of personal computers and popular software, such as integrated spreadsheet and database.
- Knowledge of the laws and regulations controlling governmental accounting and financial reporting.
- Ability to train employees and troubleshoot system problems on the Financial Management System and Integrated Purchasing System.
- Ability to analyze complex financial transactions, records and reports.
- Ability to plan, direct, and supervise subordinate accounting and clerical employees.
- Ability to establish and maintain effective working relationships with other employees, departments, banking institutions, and the general public.

**ESSENTIAL FUNCTIONS:**

- Audits revenues and expenditures for legality and correctness of account code and amount; makes necessary general ledger adjustments to financial records; enters journal entries, billings, and purchase order supplements; reconciles City cash and investment accounts.
- Prepares weekly, monthly, and annual financial reports for internal and external purposes.

- Establishes and maintains computer records for departmental expenditure transactions and available balances; researches records.
- Analyzes financial transactions, records, and reports; makes appropriate adjustments or original journal entries.
- Reconciles the City's financial records to the City's bank accounts.
- Upload the Water Utility daily activity from the utility billing system into the Financial Management System, and balance the financial activity to each other.
- Prepares monthly reports for submission to the Florida Department of Revenue.
- Responsible for training employees on the Financial Management System and the Integrated Purchasing System; troubleshoots problems on the systems; performs testing; makes necessary changes to the system.
- Performs special projects as assigned.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Frequent contact is maintained inside the organization with all employees for training and troubleshooting on the accounting and purchasing system; IT for running reports and system maintenance and auditors for providing necessary information. Contact is maintained outside the organization with external auditors for audits on the City's financial status; the State of Florida for preparation of sales tax return and general information; and vendors regarding outstanding invoices.

**SUPERVISION RECEIVED:** Work assignments are received orally and in writing from the Department Head or designated representative. Additional guidance is provided through Federal, State, and City rules and regulations. Considerable independent judgement is exercised within the framework of the established departmental policies and applicable guidelines. Work is reviewed through meetings, reports, internal and external auditors and results obtained.

**SUPERVISION EXERCISED:** Supervisory position over certain Accounting personnel in the absence of their assigned supervisor.

**PHYSICAL REQUIREMENTS:** Work is generally performed in good working conditions. Work requires limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office data entry and word processing equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.