

# FINANCE ACCOUNTANT 1

Job Code	Pay Grade
19170	150

## Nature of Work

This is professional accounting work conducting pre-audit of accounts, automated report generation, and preparation of financial statements. An employee in this classification prepares work papers, balances, and reconciles accounts using finance and accounting procedures. The incumbent works within established guidelines but is required to independently identify and resolve discrepancies within the system.

## Minimum Qualification Requirements

- Bachelor's degree in accounting, finance, business, public administration or related field and 3 years professional experience in governmental accounting; or
- Master's degree and 1 year experience as described above: or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans and performs the pre-audit of balance sheet accounts, accounting adjustments, and preparation of reports and financial statements.
- Pre-audits short-term and long-term asset, liability accounts and equity accounts for payments to be made in compliance with contractual requirements.
- Reconciles asset and liability accounts, including receivables, special assessments, investments, inventory, or short/long-term assets and liability records.
- Conducts analyses of entries and transactions having impact on financial statements for accuracy; generates the appropriate correcting accrual or adjusting entries.
- Ensures that financial statement preparation provides accounting controls, and adequate audit trails.
- Formats and designs customized reports for accounting and management information.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and practices.
- Knowledge of financial reporting practices.
- Knowledge of preparing and analyzing balance sheet account reconciliations and determining the effects of unreconciled events.
- Knowledge of data processing principles, methods and practices.
- Ability to apply computer applications and software.
- Ability to analyze financial transactions and to make appropriate adjusting journal entries.

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Revised	EEOC Code	Overtime Code
5/09	Professionals	Exempt