



## **Finance Accountant 1**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 19170

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs 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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

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

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 required for a specific position.

#### **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.

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.