



## **Finance Accountant 2**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 19180

*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 in a multi-fund/multi-account environment. An employee in this classification is responsible for a wide range of financial activities including reviewing and developing complex financial records and contracts for the Finance Division for the Board of County Commissioners and the Clerk of the Circuit Court and Comptroller. Work involves the independent application of generally accepted governmental accounting principles and review of transactions and contracts for compliance with laws, regulations and policies. This work requires initiative and the exercise of sound judgment.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Maintains financial records for cash and investments, grants, debt, etc.;
- Pre-audits transactions related to asset, liability, equity, revenue and expenditure accounts for compliance with accounting policies and contractual requirements;
- Conducts analyses of entries, transactions and accounts having impact on the financial statements for accuracy and generates the appropriate accrual or adjusting entries;
- Authorizes and makes transfers of county funds by electronic funds transfers;
- Assists in executing investment strategy as directed, including but not limited to, performing detailed security analysis, implementing policies and procedures to monitor the portfolio, forecasts and reports, and maintaining relationships with broker-dealers;
- Institutes and implements changes to existing financial systems for financial statement preparation as may be required by federal, state and county regulations;
- Assists in updating and developing policies and procedures as needed, to ensure the adequacy of accounting controls to permit preparation of financial statements in accordance with generally accepted accounting principles;
- Reviews and monitors contracts to assure conformity with federal, state and county laws and regulations, county and departmental procedures and practices and for economic feasibility;
- Prepares periodic financial reports and tax returns required for federal, state and internal purposes;
- Works with external auditors during the audit process and serves as a professional team member in producing the Comprehensive Annual Financial Report;
- Collaborates and builds relationships with other departments (internal and external) as well as other outside agencies and contacts;
- Performs related job duties as assigned.

### **QUALIFICATIONS**

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

Bachelor's degree in accounting, finance, business, public administration or related field and four (4) 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 and ability to research, interpret and apply such;
- Knowledge of financial reporting practices;
- Knowledge of federal, state, and local laws, rules and regulations governing budgetary and fiscal policies and contract procedures of county government and ability to research, interpret and apply such;
- Knowledge of automated financial management systems in a large multi-fund environment;
- Ability to utilize integrated financial and information systems and other software;
- Ability to prepare account analyses and reconciliation and determine the effects of unreconciled items.

**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.