

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Accounting Analyst
FUNCTIONAL AREA: Financial Services Department

WORK OBJECTIVE:

Under general supervision, the purpose of the job is to perform routine to moderately complex accounting analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at the professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes researching and collecting data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, recommends, implements and conducts accounting audits and programs designed to accurately reflect financial conditions; prepares reports to identify deviations from accounting standards.
- Performs routine accounting analysis according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Maintains adherence to generally accepted accounting principles and auditing standards; ensures maintenance of proper audit trails and verification and reconciliation actions for all processed work.
- Prepares and analyzes various investment and financial management programs, e.g., Return On Investment (ROI), City grants, audit reports; coordinates and implements the City's Cost Allocation Plan.
- Prepares, analyzes and reports monthly financial statements for all areas of accounting; assists in the preparation of various five year financial programs.
- Analyzes various billings and payments relevant to accounts payable and/or receivable functions, e.g., cash flow, invoices, requisitions, work orders, check requests, payroll, billings, payments.
- Assists Financial Services Accounting Team in the completion of the Comprehensive Annual Financial Report (CAFR), e.g., Cash & Investments lead and footnote disclosures; Federal, State and Statistical Single Audit Reports.
- Assists staff and support employees with coordination and preparation of schedules and activities of year-end audits.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.

Accounting Analyst

- Generates various system reports or audit calculations to verify accuracy, e.g., billing, payroll processing, personnel accounting processing.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Accounting or related field; supplemented by one (1) to two (2) years progressively responsible experience in accounting or financial analysis, preferably within a similar government agency; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of the principles and practices of governmental accounting/budgeting management and analysis.

Ability to understand and follow written and oral instructions.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to read, update and maintain various records and files.

Ability to type 35 WPM.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with others.

Skill in performing and analyzing routine to moderately complex accounting work and financial analysis; ability to recognize and report deviations through audit programs.

Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.