



# CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

## SENIOR ACCOUNTANT

**Grade 66 (Salary Range \$53,827 – \$92,173)**

### OPEN AND COMPETITIVE

Opening Date 05/03/2018

Closing Date Open Until Filled

1<sup>st</sup> Review Date 05/18/2018

The Senior Accountant performs professional accounting work in the Finance Department. The individual applies advanced accounting principles, policies and procedures in the effective, efficient, and timely performance of accounting functions in the areas of accounts receivable, accounts payable, revenue and expense monitoring, utility billing, grants, debt, month-end and year-end closing, annual audit, cash and investments, general ledger, and financial reporting. The individual exercises considerable independent judgment to determine the best approach by using policies, procedures and accounting principles. The individual demonstrates initiative and accountability. Work is performed under general direction of the Finance Director or designee. Technical guidance is provided only on unusual or complex problems or issues.

### ESSENTIAL JOB FUNCTIONS

- Monitors revenue and expenditures for accuracy, proper classification and timeliness.
- Reviews sales tax and fuel tax returns, and other reporting as assigned.
- Monitors utility billing transactions and maintains reconciliations of utility-related accounts.
- Performs audits and research of utility billing accounts to ensure accuracy and takes action to remedy deficiencies.
- Participates in the preparation of the Comprehensive Annual Financial Report (CAFR), Annual Financial Report (AFR), financial reports as required by the bond documents, auditor general of the State of Florida and other regulatory agencies.
- Prepares routine to complex year-end reporting and/or reconciliation, and special financial, accounting, and statistical reports regarding assigned functional area; assists with audits.
- Prepares financial analysis for budget preparation or special projects.
- Works with department heads, managers, city staff, independent contractors and customers on resolving accounting and policy matters. Conducts and attends various training and planning meetings, as appropriate.
- Develops, reviews and prepares recommendations for implementation of accounting policies, procedures and internal controls. Monitors compliance with required standards and procedures and takes corrective action as necessary.
- Serves as primary point of contact for FEMA project worksheet preparation, reimbursement requests, maintenance of all documentation, reconciling and monitoring.
- Provides grant oversight to ensure programmatic functions are in compliance with all applicable regulations, policies, and procedures.
- Maintains schedule of grant revenue, expenditures, receivables or deferrals and prepares annual Schedule of Expenditures of Federal Awards (SEFA), if required.
- Assists with maintenance, monitoring and expansion of automated financial systems.
- Trains, supervises and monitors accounting personnel in general office procedures, techniques for proper budgetary control, accounting and revenue billing and collection control, proper recording and maintenance of transaction journals and recording of complex transactions.

### ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of general and municipal government accounting and accounting principles generally accepted in the United States of America (GAAP) and Governmental Accounting Standards Board (GASB).
- Governmental accounting principles, procedures and pronouncements with the application of such knowledge to accounting transactions and financial reporting.
- Principles and practices of internal controls and audit procedures.
- Principles and practices of utility billing processes and accounting for related transactions.
- Principles and practices of grant compliance and accounting, including FEMA and related entities.
- Principles and practices of financial record keeping, reconciliations and reporting.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Data processing including the use of computer accounting packages, personal computer (including Excel, PowerPoint and Word) and their efficient application to accounting records, procedures, and problems.

Ability to:

- Analyze complex accounting processes and problems and make effective recommendations for their resolution.
- Evaluate, design, develop and implement new or improved accounting procedures, processes and techniques.
- Prepare and complete complex and accurate financial records, accounting reports and statements.
- Motivate employees in a manner conducive to full performance and high morale.
- Keep complex records, to assemble and organize data and to prepare reports from such data.
- Perform a variety of professional accounting and financial analysis functions with a high level of accuracy and timeliness.
- Research, analyze and reconcile complex financial data and transactions.
- Research Florida Statutes and governmental accounting methods.
- Reconcile and adjust financial reports with the general ledger and supporting documents.
- Work independently as well as with a team.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply applicable laws, regulations and policies.
- Effectively respond to requests and inquiries from other departments, the general public, and government agencies.
- Express ideas accurately, clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with co-workers.
- Maintain confidentiality.

### DESIRABLE EXPERIENCE AND TRAINING

- Bachelor's Degree is required with major course work in accounting, finance, or related field; supplemented by five (5) years of progressively responsible experience in accounting, preferably in a governmental environment.
- Three (3) years supervisory experience in the capacity of accounting work.
- Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or Certified Professional Finance Officer (CPFO) preferred.
- Preference given to those with prior experience in working with utility billing, FEMA and grants.
- Must have advanced Microsoft Excel skills and proficiency in MS Office.
- Preferences given for Florida municipal government experience and MUNIS software experience.

### PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

### ENVIRONMENTAL REQUIREMENTS

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

### DISCLAIMER

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

**Oral Interviews** – Date and time to be determined (by invitation only)

**In-House Applicants:** If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

## **EMPLOYMENT INFORMATION**

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

### **AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:**

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### **APPLICATIONS:**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### **CHANGE OF ADDRESS:**

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### **EMPLOYMENT STANDARDS:**

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### **EXAMINATION RESULTS:**

Scores and standings on eligible lists will not be given upon request.

### **HIRING PROCEDURES AND SELECTION:**

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### **PRE-EMPLOYMENT DRUG SCREENING:**

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### **PROBATIONARY PERIOD:**

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### **RESIDENCE REQUIREMENT:**

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### **TRAVEL AND RELATED EXPENSES:**

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### **VETERAN'S PREFERENCE:**

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates **MUST** submit a copy of separation papers (FORM DD-214) at the time the application is filed.

## **EMPLOYEE BENEFITS**

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

### **SALARY:**

The salary range for each position is listed on the examination announcement.

### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.