



JOB DESCRIPTION

JOB TITLE: ACCOUNTANT I
DEPARTMENT: City Clerk/Finance
PAY CLASSIFICATION: P1 - 5
REPORTS TO: City Clerk/Chief Finance Officer

GENERAL PURPOSE:

This is an entry level Accountant position. Under general supervision, performs a variety of professional level duties involved in coordinating and supervising various accounting activities; analyzes and reconciles complex financial transactions, assists in the preparations of assigned budgets, annual audit, and year-end closing, and provides highly responsible staff assistance to the City Clerk/Chief Finance Officer.

ESSENTIAL JOB FUNCTIONS:

Prepares and reviews a variety of monthly, periodic, and annual financial, accounting, budgetary, and statistical studies and reports.

Participates in year-end audit activities, including preparation of financial statements.

Provides assistance in the preparation of the annual budget

Monitors budget activities and forecasts funds needed for operations.

Prepares journal entries for recording into the accounting system.

Oversees accounts payable and accounts receivable activities.

Aides in the preparation of necessary financial reports for special projects and grants

Fills in for the City Clerk/Chief Financial Officer as needed.

NON-ESSENTIAL JOB FUNCTIONS

Answers phone and helps at the customer counter as needed.

All other tasks as assigned.

DESIRED MINIMUM

QUALIFICATIONS

A) Knowledge of principles and practices of general and municipal government accounting and budgeting.

B) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle multitasking and stressful situations.

EDUCATION/EXPERIENCE

(A) BS/BA degree in accounting or related discipline.

(B) At least 1 year experience in a similar position.

PHYSICAL REQUIREMENTS

Position normally performs work in an inside office location. This position will spend long periods of time in front of a computer, sitting at a desk. Occasionally the position will be required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or temporary assignments by the City Manager.

The City of Wildwood, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Wildwood, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not create an employment contract.

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature: _____ Date: _____

HR Signature: _____ Date: _____