

Accounting Analyst

Work Objective:

Under general supervision, performs routine to moderately complex accounting analyses according to generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Work includes researching and collecting data, performing internal audits, preparing clear and concise financial reports, and monitoring expenditures and revenues.

Functions:

- 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 and complex accounting analyses according to generally accepted standard accounting principles and assists management with establishing procedures, departmental guidelines, and regulatory requirements.
- Collects, researches, interprets, and analyzes a variety of financial and operating data, records, databases, and ledgers necessary to monitor city funds.
- Researches, analyzes, and recommends implementation for accounting rules and regulations as mandated by the Governmental Accounting Standards Board (GASB) and other regulatory agencies.
- Resolves complex reconciliation and accounting analysis problems requiring in-depth research and application of appropriate generally accepted accounting principles.
- 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.
- Develops, analyzes, and maintains financial statements and reports.
- Participates in the completion of the Comprehensive Annual Financial Report (CAFR).
- Participates in fiscal year-end closing; reviews accounting transactions and prepares audit work papers for city funds; works with department staff to ensure funds have proper audit documentation and accurate balances; assists management and staff with coordination and preparation of schedules and activities for year-end audits.
- Performs grant tracking and reporting; assists departments with grant reimbursement submissions, and as necessary, assists with Federal, State, and Statistical Single Audit Reports.
- Posts grant account transactions; reviews grant reimbursement requests to federal and state agencies for assigned grants; maintains a schedule of all federal and state grants.
- Provides technical and administrative assistance with the development and publication of the annual budget and 5-year financial plan.
- Maintains, updates, and reconciles various ledgers and reports; completes monthly bank and investment reconciliations.
- Provides assistance with accounts payable, accounts receivable, payroll, capital asset tracking, and utility billing as necessary; assists management with identifying and documenting workflow efficiencies.

- Provides analytical and administrative assistance in the development and implementation of efficient financial management and utility billing systems and processes.
- Assists in the documentation and administration of records retention and destruction policies and procedures for the department; maintains appropriate tracking and reporting.
- Participates in special projects and related work as required.

Education/Experience:

Bachelor's Degree in Accounting or related field; supplemented by four (4) to five (5) 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, analysis, and reporting.
- Proficient in Microsoft Excel and general financial software.
- Skill in performing and analyzing routine to moderately complex accounting work and financial analyses; ability to recognize and report deviations through audit programs and analysis.
- Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently.
- Ability to read, update, and maintain various records and files.
- Ability to express ideas and findings clearly and concisely, both orally and in writing.

Pay Grade: Non-Exempt 109

Starting Pay Rate: \$18.12 per hour

A 20-minute pre-employment Excel aptitude test will be given after the interview. Please plan at least 1-hour to complete the interview process.

Equal Opportunity Employer/Drug Free Workplace
M/F/V/D

The City of Orange City is a Drug-Free Workplace.

Individuals selected for employment must first pass a background check.

TO BE CONSIDERED FOR THIS POSITION, ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE DEPARTMENT BY FRIDAY, August 17, 2018 BY 5:00PM.

Applications may be emailed to amcneill@ourorangecity.com or mailed to City of Orange City, 205 E. Graves Ave., Orange City, FL 32763. Resumes are encouraged to supplement your application but will **not** be accepted in lieu of an application.