



CITY OF ALACHUA

JOB DESCRIPTION

ACCOUNTANT

DEPARTMENT: Finance and Administrative Services

REPORTS TO: Assistant Finance Director

SUPERVISES: None

FLSA: Non-exempt

GENERAL DESCRIPTION:

Professional level accounting work in maintaining accounts payable edits, purchase order edits and other accounting records, journals, budgets, etc. Work is performed under the general supervision of the Assistant Finance Director.

ESSENTIAL JOB FUNCTIONS:

1. Assists with posting and maintaining journals, ledgers and other record books.
2. Reconciles, classifies, and records receipts and disbursements into journals, totals and balances.
3. Assists with posts to control accounts, may reconcile bank statements, maintains various journals and prepares records for computer input and/or corrections.
4. Checks invoices and accounts payable records.
5. Reviews accounts payable edits.
6. Assists with recording journal entries.
7. Records budget adjustments.
8. Records and balances state and miscellaneous revenue checks.
9. Accesses, inputs and retrieves information and data from a computer.
10. Records fuel bulk power cost adjustments.
11. Assists with payroll operations.
12. Prepares various reports, forms and statements.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of accounting and ability to apply this knowledge to work situations. Knowledge of laws, rules and regulations, fiscal record keeping and contract procedures. Ability to prepare complete and accurate accounting reports. Ability to keep complete records, to assemble and organize data and to prepare reports from such records. Ability to express oneself clearly and concisely orally and in writing. Ability to learn to operate a telephone switchboard. Ability to communicate both orally and in writing.

EDUCATION AND EXPERIENCE

Associates degree required; graduation from an accredited four year college or university with a Bachelor’s Degree in accounting or related field preferred. Two (2) years experience involving professional accounting procedures payroll, computer programs and spreadsheet operations.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature