

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 267

ACCOUNTANT

GENERAL

Advanced professional accounting work in the Finance Department. Work is performed under general supervision of a division director.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

May be assigned to either the accounting or treasury division of the department performing at an independent professional level with limited supervisory responsibilities.

Continues to perform duties assigned as a Junior Accountant but in addition:

Performs specialized tasks such as fixed- assets accounting or project accounting.

Participates in the establishment, revision and maintenance of accounting and recordkeeping systems; prepares regular and special financial reports and statements.

Assumes responsibility for cash forecasts, reports, schedules and tax returns.

Assists external auditors.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting principles and practices. Knowledge of office procedures and equipment, including data processing applications. Knowledge of the laws, rules, guidelines and regulations applicable to governmental accounting.

Ability to make independent decisions within established accounting policies and procedures. Ability to prepare and explain financial statements, accounting reports and records. Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or closely related field. Experience in general or municipal accounting.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.