



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

CLASSIFICATION TITLE: ACCOUNTANT

GENERAL DESCRIPTION OF DUTIES

Under direction, this position performs beginning level professional accounting work in the maintenance and review of fiscal records for an assigned department of the Clerk & Comptroller's office. This position is responsible for ensuring the timely and accurate recording and reporting of all financial activities for the assigned area and ensures compliance with applicable regulatory standards, generally accepted governmental accounting principles, and approved policies and procedures.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Prepares and processes financial/accounting records and other transactions specific to assigned area (e.g., general ledger, journal vouchers, fund transfer requests, disbursements, deposits, personnel etc.)

Maintains, monitors, and audits financial/accounting records and transactions specific to assigned area (e.g., journal entries, invoices, personnel, payment requests, etc.)

Collects and records fiscal data; posts entries from supporting accounting records; makes adjusting entries

Prepares documents for personnel, accounting/financial statements and reports for review

Reconciles and/or balances various accounts or items specific to assigned area

Receives, prioritizes, and coordinates work to ensure that routine and special assignments are accomplished within established schedules

Monitors and verifies data entered into an automated accounting system; ensures accuracy of data for reports produced

Analyzes and reviews items specific to assigned area for accuracy, regulatory compliance, and/or adherence to policies and procedures

Performs research and follow-up to resolve errors, discrepancies, or out-of-balance conditions; directs such to supervisor when beyond scope of authority

ACCOUNTANT

Maintains documents and records related to financial analyses, statements, and reports

Communicates, works collaboratively with, and provides assistance to such entities as County department heads, program managers, fiscal managers, financial institutions, auditors, and vendors

Performs year-end closing and reporting duties

Maintains current knowledge of and ensures compliance with applicable policies and procedures, generally accepted governmental accounting principles, and applicable regulatory standards

Conducts special projects or research as assigned

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Finance or related field, supplemented by three (3) years of recent and relevant professional accounting experience, preferably for a governmental or similar public agency; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination.

ACCOUNTANT

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

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

Printed Name

Department