



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

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: ACCOUNTANT, SENIOR

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to review, approve, document, and analyze financial transactions, reports, processes and procedures for the accounting and financial reporting function. This position is supervisory and incumbent is responsible for ensuring proper training and direction to accounting staff under charge. Employees in this classification are responsible for ensuring the timely and accurate recording and reporting of all financial activities as well as identifying and managing special projects. Incumbent 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 and is dependent on the department's functional responsibilities in which the position is situated. 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.

Assists in the preparation of various monthly, quarterly, and annual financial statements and/or reporting requirements, including year-end package

Reviews, prepares and/or approves monthly and year-end journal entries; compiles and analyzes documentation for the purpose of preparing various annual financial and special purpose reports

Reviews reconciliation and distribution of Court related collections as required by Florida Statutes

Reviews General Ledger and Bank Account reconciliations

Provides administration for bank related activities

Analyzes and interprets complex financial data; prepares detailed financial analyses and specialized reports, which may include the County's Comprehensive Annual Financial Report (CAFR), Annual Financial Report (AFR), Annual Financial Audit Report (AFAR)

Reviews, develops and/or modifies reports, ensuring the integrity and accuracy of financial accounting transactions and data

Plans, coordinates, and supervises accounting staff under charge; ensures proper staff training and direction in all tasks performed

Reviews the work of the accounting staff under charge for accuracy, compliance with court orders and relevant policies, procedures and best business practices

ACCOUNTANT, SENIOR

Responsible for administration within the Clerk's Financial system inclusive of issue identification and resolution monitoring

Identifies and recommends reporting needs; develops, tests, and modifies reports

Participates in the planning, implementation and upgrading of automated financial systems

Performs personnel management functions, i.e., interviewing, counseling, conducting performance evaluations, recommending discipline/promotion/transfer

Assists with the development, documentation, and review of department policies and procedures

Provides technical accounting support to other staff, departments, and outside agencies which may include Board departments and component agencies of the reporting entity, i.e., Solid Waste Authority, Constitutional Officers

Works collaboratively with technical staff for system changes to Financial and Case Management Systems

Develops and maintains written procedures, checklists, and related documentation concerning accounting functions under charge

Ensures staff compliance with approved policies and procedures, generally accepted governmental accounting principles, and applicable regulatory standards

Consults with supervisor, finance staff, other departments, outside agency personnel, and other individuals to exchange information, provide technical expertise, identify and troubleshoot problems or give/receive advice/direction

Works collaboratively with and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing financial data

Maintains current knowledge of regulatory and legislative developments affecting accounting and financial reporting functions to ensure proper application to responsibilities under charge

Reviews and coordinates the accounting and movement of funds for all BOCC bond issues to ensure compliance with bond indenture resolutions, Treasury Regulations (arbitrage) and to ensure the timely and accurate payment of the debt service on those bond issues

Maintains established organizational/departmental productivity standards

Monitors all organizational/department-related performance and productivity standards for compliance

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

ACCOUNTANT, SENIOR

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 five (5) years of recent and relevant experience in financial reporting, governmental accounting, and automated financial systems; supervisory experience that provides broad knowledge of public finance administration, automated financial systems, and regulatory standards regarding administration of public funds required; 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. Some tasks require oral communications ability.

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