



ACCOUNTANT

Class Code:
1119

Bargaining Unit: AFSCME General Employee (1907)

CITY OF MIAMI
Established Date: Nov 1, 1972
Revision Date: Oct 26, 2015

SALARY RANGE

\$20.63 - \$38.91 Hourly
\$1,650.58 - \$3,112.42 Biweekly
\$3,576.27 - \$6,743.59 Monthly
\$42,915.18 - \$80,923.02 Annually

NATURE OF WORK:

Entry level professional accounting work in the maintenance and review of fiscal records.

Work involves responsibility for independently maintaining a complete set of accounting records, or in supervising and participating in the work of a unit engaged in collecting and recording detailed municipal fiscal records. Employees of this class also may assist higher-level accountants with more complex accounting functions and problems. Supervision may be exercised over clerical assistants. Work requires independent judgment on technical accounting problems of limited variety, but account classifications and major procedures are determined by departmental regulations or by legal requirements. Work is reviewed by a Superior upon completion for overall standards of performance, and is subject to periodic audit.

ESSENTIAL FUNCTIONS:

Supervises and participates in entering and approving financial transactions. Prepares cost breakdowns, analysis, and closes accounts on assessable public improvements. Maintains control over all revenue and accounts receivable collections.

Assists with processing invoices for payment.

Maintains and monitors organizational, project, and/or government funds. Prepares monthly, quarterly, and annual statements.

Maintains a set of equipment, material and other cost accounts in accordance with predetermined breakdowns, balances accounts and reconciles to general ledger. Makes adjusting, opening and closing entries.

Coordinates the preparation of departmental annual budget estimates and periodic variance analysis.

Performs other related work as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Accounting and some (6 months - 2 years) accounting experience. Experience in Computerized Financial Accounting System is desired. Applicants with a Bachelor's degree in Finance or Business Administration and at least 21 college credits in Accounting will also qualify.

SPECIAL REQUIREMENT:

Depending on the needs of the department, a State of Florida Certified Public Accountant License may be required.

DESIRABLE KNOWLEDGE ABILITIES AND SKILLS:

Considerable knowledge of professional accounting principles and procedures.

Some knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Some knowledge of governmental accounting, procurement, budgeting, auditing, and capital financing.

Ability to comprehend and apply Generally Accepted Accounting Principles (GAAP) to the maintenance of fiscal and accounting records.

Ability to perform detailed work involving quantitative and qualitative data, and perform analysis, computations, and calculations.

TOOLS AND EQUIPMENTS:

Personal computers with CD ROM, including keyboard, copiers, and calculators.

WORKING ENVIORNMENT:

Work is performed in a temperature controlled modern office setting, mostly from a seated position at a modular workstation. The noise level in the work environment is usually low.