CODE 1672
PG-21
EXEMPT

ACCOUNTANT II
(Fleet Management)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

MAJOR FUNCTIONS

Prepares, maintains and analyzes monthly and annual financial reports. Works cooperatively with other County financial/budget personnel to provide information, resolve discrepancies, take corrective action and respond to inquiries. Prepares budget documents, monitors budgetary compliance, reports results to Division Director and works cooperatively with division personnel to maintain budgetary compliance.

ILLUSTRATIVE DUTIES

- Reconciles financial reports to database systems of the Division.
- Responsible for planning, implementing and overseeing the use of database systems, for the division, which maintains transaction detail utilized to support summary entries in the County's General Ledger system, as well as support budget preparation.
- Assists Budget Office in other areas of accounting, budgeting and auditing as needed.
- Directly responsible for preparation and maintenance of the Division's Budgets, including short-term and long-term financial forecasts and plans.
- Monitors operating budgets.
- Represents and/or acts as Division liaison to Finance and Accounting, Budget and Management Services, vendors and others, as necessary, in financial matters.
- Assists in the development of responses to internal and external audit requests.
- Provides analysis and recommendations for the Division Director on financial related matters, including changes in policies and procedures as necessary.
- May be responsible for preparing agenda items as they pertain to the division.
- Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Work requires proficiency with, and the ability to learn and efficiently utilize, sophisticated computer application software, including development of customized spreadsheets and reporting applications.
- Preparation of monthly Revenues, Expenditures and Trial Balance reports through the Oracle system.
- Ability to acquire or have knowledge of current procedures to accomplish tasks within areas of responsibility in overall operation and workflow.
- Ability to deal with problems involving several concrete variables in primarily standardized situations.
- Ability to acquire knowledge of the practices and procedures of purchasing, financing and auditing procedures and systems.

ACCOUNTANT II
(Fleet Management)

(Continued)

KNOWLEDGE, ABILITIES AND SKILLS cont'd.

- Ability to learn applicable regulations, procedures, processes and laws in the receipt, custody and expenditure of the funds assigned to the Division.
- Ability to establish and maintain an effective working relationship with employees and customers.
- Ability to detect, verify and recognize issues, trends and anomalies, and to research, investigate and recommend solutions.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with major course work in Accounting, Finance or a related field.

Minimum of three (3) years of experience in accounting, financial reporting and fiscal preparation, which included budget preparation and financial analysis with emphasis on fund accounting.

Must possess a valid driver's license and be able to secure a valid Florida driver license at the time of employment.

A comparable amount of related training and experience may be substituted for the minimum qualification with the exception of the required degree.