ACCOUNTANT II
(Utilities Customer Service)

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

MAJOR RESPONSIBILITIES

Coordination of the financial management/accounting/Inventory/Budgeting activities and functions, auditing governmental tracking and/or accountability and administrative supervisory work for the Utilities Divisions. Preparation of monthly Revenues, Expenditures and Trial Balance by Fund Group reports through the Oracle system.

ILLUSTRATIVE DUTIES

Responsibilities include fiscal accountability for Department financial records. Maintains current knowledge of all County, State and Federal Regulations pertaining to financial responsibilities, property, purchasing, labor standards, etc.

Supervise, develop, and encourage assigned Staff.

Assist Financial Administrator in other areas of accounting, budgeting and auditing as needed. Establishes and monitors accounting policies and procedures in all areas of accounting. Performs analytical review procedures of various accounting reports for various funds. Performs monthly analytical review procedures for accurate posting and budget to actual comparison. Assists Financial Administrator and Division Directors with special projects requiring trend analysis of activities of various departments and funds. Assist external auditors with year-end financial audit. Participates in the preparation of regular and special financial and statistical statements and reports. Prepares all monthly general journal entries and monthly financial reports on the Oracle general ledger system. Supervises the pre-audit of vouchers, prepares and maintains ledgers and budgetary control accounts. Prepare monthly, quarterly and annual reports for upper Management, State and Federal Agencies.

Performs related duties as assigned.

KNOWLEDGE ABILITIES AND SKILLS

Knowledge of the practices and procedures of purchasing, financing, auditing, grant accounting and expenditure control regulations, procedures and systems. Ability to learn applicable regulations, procedures, processes and laws in the receipt, custody and expenditure of the monies of the Utilities Divisions.

ACCOUNTANT II
(Utilities Customer Service)

(Continued)

KNOWLEDGE ABILITIES AND SKILLS (continued)

Ability to prepare complex financial forms, statements and reports. Ability to plan, assign and supervise the work of others. Ability to establish and maintain an effective working relationship with employees, officials and the public. Skillful writing, reporting, communicating and record keeping abilities. Ability to research, investigate, detect, verify, recognize and recommend solutions. Ability to communicate effectively both orally and in writing.

Must be able to utilize features offered by Microsoft Outlook, Microsoft Word processing software and Microsoft Excel spreadsheet software on equipment utilized by the assigned work unit. Must have the capability to learn the new Accounting System *ORACLE*.

MINIMUM QUALIFICATIONS

Graduate of an accredited four (4) year college or university with a degree in accounting, and have a minimum of three (3) years of accounting, governmental administrative accounting, grant accounting, or related business administration experience which included budgeting preparation, analysis and forecasting experience and one (1) year of supervisory responsibilities;
Or

have a minimum of seven (7) years of accounting, governmental administrative accounting, grant accounting, or related business administration experience which included budgeting preparation, analysis and forecasting experience and one (1) year of supervisory responsibilities.

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