

**CITY OF SATELLITE BEACH**

**JOB DESCRIPTION**

**JOB TITLE: ACCOUNTANT - PR**

**DEPARTMENT: FINANCE**

**GENERAL DESCRIPTION:**

Under general supervision, performs a variety of professional activities with complex and moderately complex technical accounting functions.

**ESSENTIAL JOB FUNCTIONS:**

1. Maintains payroll system and employee information including ACH authorizations.
2. Reviews departmental timesheets. Verifies that payroll requests are in accordance with City Codes and Federal and State Statutes. Confirms that amounts are accurate, that general ledger account codes and dates are appropriate, and that appropriate authorizations are documented.
3. Processes bi-weekly payroll and special payrolls including preparation of checks, ACH direct deposits, payroll obligation checks, payroll taxes, upload to bank for positive pay and reconciliation of payroll processing to general ledger upload.
4. Maintains reconciliations of complex payroll benefit invoicing. Prepares bi-weekly, quarterly and annual payroll reporting.
5. Maintains fixed asset system and sub-ledger documentation and reporting.
6. Prepares monthly bank reconciliations.
7. Responsible for year-end closing of payroll and fixed assets modules.
8. Responsible for cash receipt deposits at the bank.
9. Communicates with other department personnel as well as with vendors.
10. Cross-trained to perform Accounts Payable and Cash Receipts functions.
11. Participates in annual audit and budget preparation.
12. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- \*Ability to carry out instructions delivered orally, in writing, or in diagrammatic form.
- \*Ability to provide a moderate degree of computer knowledge.
- \*Ability to operate typical office machinery including facsimile, scanner, typewriter, copier, postage meter, and adding machine at a moderate rate of speed.

**ACCOUNTANT  
PAGE 2**

- \*Ability to provide accurate payment of employees and vendors in a timely manner.
- \*Skill in preparing reconciliations and reports.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four year college or university with a Bachelor's Degree in Accounting or a related field. Three (3) to five (5) years of accounting experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None

**ESSENTIAL PHYSICAL SKILLS:**

- \*Acceptable eyesight (with or without correction)
- \*Acceptable hearing (with or without correction)
- \*Ability to communicate both orally and in writing
- \*Must be adaptable to work under minimal levels of stress.
- \*Ability to sit at a desk and view a display screen for extended periods of time.
- \*Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.  
Physical demand requirements are in excess of those for sedentary work.

**ENVIRONMENTAL CONDITIONS:**

- \*Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)