



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

**CLASS TITLE: Accountant**

**CLASS CODE: 31052**

**EEO Code: 02**

**FLSA: Exempt**

**W/C Code: 8810**

**Pay Grade: 9**

### **MAJOR FUNCTION(S)**

This is responsible work in developing, implementing, updating and maintaining fiscal, financial and budgetary systems of a Core Service or Business Center.

### **TYPES OF DUTIES**

- Plans and directs the fiscal activities and financial transactions of the core service or Business Center.
- Prepares a variety of complex financial reports and statements.
- Coordinates the preparation of the annual budget.
- Establishes internal control through management reviews and surveys as directed.
- Evaluates and coordinates programs requested at the division level.
- Performs liaison tasks between Business Centers and/or Core Services.
- Oversees the record keeping and reporting systems of the various divisions and sections in the business center/core service.
- Coordinates and develops reports, and submits all grant applications for a business center.
- Audits accounts, funds and contract payments.
- Reviews and interprets applicable laws.
- Supervises other staff in accounting related functions.
- Designs and keeps abreast of work order systems.

### **JOB BASED COMPETENCIES**

- Knowledge of accounting principles, practices and procedures.
- Knowledge of modern office management methods.
- Knowledge of laws, rules, and regulations controlling budgetary-fiscal record keeping and contract procedures in county government.
- Knowledge of auditing methods, procedures and practices as related to accounting of governmental funds.
- Ability to prepare complete accounting statements and reports of a complex nature.
- Ability to perform detailed work involving written or numeric data.
- Ability to make mathematical calculations rapidly and accurately.
- Ability to plan and install difficult accounting systems and procedures.
- Ability to operate calculating and adding machines.
- Ability to analyze financial transactions and to make appropriate adjusting or journal entries.
- Ability to plan, direct, and supervise the work of subordinates.
- Ability to institute and evaluate management systems as they relate to individually unique operating units.

**JOB BASED COMPETENCIES (continued...)**

- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with others.
- Exercises Sound Financial Judgment
- Customer and Community Champion
- Promotes Continuous Innovate Learning
- Improves Process and Builds Capacity

**MINIMUM QUALIFICATIONS**

A Bachelor's Degree from an accredited college or university with a major in Accounting, Finance or related field, and three years of progressively responsible professional experience in accounting or a related field.

**APPROVED BY:**

**DATE:**

Joanie W. Whitley, PHR, Manager, Compensation and Performance Management 9/9/04

History: 1/20/1991