



Job Description

Staff Accountant

Pay Grade: G06

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum one (1) year of experience dealing with the public in a related field.

Minimum Education Requirements: Associate's Degree in a related field.

Department: Financial Services.

Direct Supervisor: Comptroller.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting.

Certification: None

Job Summary: Performs specialized bookkeeping and/or accounting work involving various accounting functions.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Process payroll including preparation, deduction calculations, and wire payments.
- Perform employee insurance reconciliations and prepare requests for direct pay and wire payments.
- Manage Kronos timekeeping system including daily troubleshooting, communicating with departments regarding issues/ changes, ensuring policies are up to date. Work with Kronos support team to resolve issues.
- Post cash (both from internal HTE modules and external software) and reconcile and post accounting batches to general ledger.
- Review AP Direct Payment batches for accuracy and posts to general ledger.
- Review and update daily accounts payable and purchasing batches to general ledger.
- Prepare abandoned property submission.
- Enter, review, and post journal vouchers to general ledger.
- Prepare biweekly payroll deduction wires.
- Reconcile general ledger payroll and benefit accounts.
- Conduct cash audits.
- Assist with audit and year end as needed.
- Maintain various records and spreadsheets.
- Reconcile Revenue on daily basis.
- Process Accounts Payable.
- Process Accounts Receivable.
- Submit Unclaimed Property to State of Florida.
- Assist in identifying Fixed Assets.
- Identifying and Recording various Leases.
- Perform other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Office processes, procedures, and equipment.
- Auditing techniques and procedures.
- Application of accounting principles to specialized accounting transactions.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Proficient in Excel.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Effectively use EDP equipment to retrieve, change, insert, declare, and update applicable information.
- Work rapidly and accurately with numeric data.
- Make decisions within established accounting policies and procedures.
- Work with existing and create new spreadsheets.
- Establish and maintain effective relationships with subordinates, other employees and the general public.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.



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Pay Grade: G06

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date