



Staff Accountant

Department: Finance & Budget

Pay Grade: 116

FLSA Status: Non-Exempt

JOB SUMMARY

Under minimal supervision, performs general accounting work in the maintenance and review of various revenue and expenditure accounts and related fiscal records. Work involves responsibility for performing primary accounting and pre-auditing functions involving the preparation, analysis, maintenance, reconciliation, and verification of fiscal records.

ESSENTIAL JOB FUNCTIONS

- Maintains the Purchase Order system in accordance with the Authority's procurement policies.
- Prepares bi-weekly payroll. Proficient at processing both parts of payroll.
- Processes accounts payable and receivable.
- Manage the administration of all Authority grants.
- Performs data entry and retrieval using Authority's automated financial system.
- Assists with maintaining financial records in accordance with GAAP and GASB
- Assists with compiling financial data to support projects, audits and other functions.
- Participates in the department cross-training initiatives to acquire knowledge and skill sets to support the finance team and the Authority.
- Assists the Executive Assistant by answering the main office phone line.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree; and two (2) years of experience in accounting, bookkeeping, finance, business, or related field; or an equivalent combination of education and experience.

Special Qualification:

A valid State of Florida driver's license to operate the motor vehicle operated. The requirement exists at the time of hire and as a condition of continued employment.

Knowledge, Skills and Abilities:

- Knowledge of GAAP and GASB
- Knowledge of PRMRWSA policies and procedures.

- Skilled in verbal, written communication and mathematics.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.
- Ability to understand, follow, and convey written and oral instructions.
- Ability to collect, organize and evaluate data, and develop logical conclusions.
- Ability to work effectively with others.
- Ability to use basic computer software, including the Microsoft office suite.
- Ability to learn and become proficient in the use of Authority financial software.
- Ability to properly and safely operate a motor vehicle.

Minimum Standards required to perform essential job functions

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. Tasks typically will involve a relatively low level of physically demanding work but may include walking, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and/or pulling moderately heavy objects. In addition, you must have the ability to sit and stand for extended periods.

SENSORY ABILITIES

Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate odors. Some tasks require visual perception and discrimination.

WORK ENVIRONMENT

Tasks will primarily involve work in an office environment. Some work outdoors in a wide range of southwest Florida weather and field conditions may be required.

All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities, and requirements of the position. Employees may be required to perform other job-related duties as required to meet the ongoing needs of the organization.

I have read and understand the job requirements, responsibilities, and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Employee Printed Name

Employee Signature

Date