



## CITY OF BROOKSVILLE JOB DESCRIPTION

**POSITION TITLE: Accountant**  
**DEPARTMENT: Finance**  
**DIVISION:**  
**SUPERVISED BY: Senior Accountant or Finance Director**

### **JOB SUMMARY/OVERVIEW OF THE POSITION:**

The Accountant performs professional accounting work in the preparation, analysis, and maintenance of financial records for the City of Brooksville. This position ensures compliance with generally accepted accounting principles (GAAP), governmental accounting standards (GASB), and applicable state and federal laws. Responsibilities include preparing journal entries, assisting with audits, reconciling accounts, maintaining general ledgers, and assisting in the preparation of the City's annual budget and financial statements. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Prepares, reviews, and posts journal entries to the general ledger.
- Reconciles bank statements, accounts receivable, accounts payable, and other balance sheet accounts.
- Prepares financial reports, schedules, and workpapers for annual audits.
- Assists in the preparation of the Comprehensive Annual Financial Report (CAFR) and other required financial statements.
- Monitors expenditures and revenues for accuracy and compliance with adopted budgets and policies.
- Reviews purchase orders, invoices, and payment requests for accuracy and proper coding.
- Assists with the preparation and monitoring of the City's annual operating and capital budgets.
- Provides accounting support to departments, answering questions and resolving discrepancies.
- Maintains and monitors grant-related accounts, ensuring compliance with grant agreements and reporting requirements.
- Assists with payroll, fixed assets, and capital project accounting as assigned.
- Ensures compliance with federal, state, and local financial reporting regulations.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- **Knowledge of:**
  - Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
  - Governmental fund accounting and financial reporting.
  - Municipal budgeting practices and procedures.
  - Auditing principles and practices.
  - Grant management and compliance reporting.

- Computerized financial systems and Microsoft Office Suite (Excel, Word, Outlook).
- **Skills in:**
  - Preparing clear, accurate, and complete financial reports and statements.
  - Analyzing financial data and identifying discrepancies.
  - Organizing and prioritizing work to meet deadlines.
  - Using financial software and spreadsheets effectively.
  - Communicating clearly and effectively, both orally and in writing.
- **Ability to:**
  - Interpret and apply accounting principles, rules, and regulations.
  - Work independently with minimal supervision.
  - Maintain accurate and detailed financial records.
  - Exercise sound judgment in financial decision-making.
  - Establish and maintain effective working relationships with city officials, employees, auditors, and the public.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor’s degree in Accounting, Finance, Business Administration, or a related field required.
- Two (2) years of professional accounting experience required, preferably in government or public sector accounting.
- An equivalent combination of education, training, and experience may be considered.

**LICENSES/CERTIFICATIONS:**

- Possession of a valid Florida driver’s license.
- CPA designation preferred but not required.

**ADA STATEMENT:** *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

**DRUG-FREE WORKPLACE:** *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

**VETERANS' PREFERENCE:** *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

<b><u>HR INFORMATION</u></b>	<b>REVISION DATE: 10/2025</b>
<b>FLSA STATUS: Non-Exempt</b>	
<b>PAY GRADE: SEE CURRENT PAY GRADE SCALE</b>	