



## CITY OF BROOKSVILLE JOB DESCRIPTION

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

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

The Senior Accountant performs advanced professional accounting work, including the preparation and analysis of financial reports, statements, and schedules. This role may also include treasury functions, cash management, and the supervision of other employees. Work involves ensuring compliance with Government Accounting Standards Board (GASB) requirements, maintaining accurate financial records, and supporting overall departmental efficiency. 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:**

- Prepare and review monthly, quarterly, and annual reports (e.g., payroll tax, retirement filings, withholdings, labor statistics, grants).
- Provide technical guidance to accounting support staff and maintain thorough knowledge of departmental computer operations.
- Review month-end journal entries and all postings to the general ledger (accounts receivable/payable, cash receipts/disbursements, miscellaneous entries).
- Review and/or prepare reconciliations of subsidiary ledgers to the general ledger and ensure accuracy across fund accounts.
- Review and/or prepare monthly bank reconciliations for all accounts.
- Compile accurate and timely statistics, reports, and related data.
- Recommend updates to purchasing policies, procedures, and manuals to improve departmental efficiency.
- Ensure compliance with GASB standards and accounting controls, keep abreast of updates, and advise administrators and staff.
- Perform the duties of other Finance staff as needed.
- Assume the duties of the Finance Director during absences.
- Assist the Finance Director or Assistant Finance Director with audits, asset and inventory management, and capital project accounting.
- May deliver financial and budget presentations to City Council or staff.
- Perform additional duties as assigned by the Finance Director, Assistant Finance Director, or City.

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

- Thorough knowledge of general and governmental accounting principles, practices, and applications.
- Strong understanding of office management practices and modern accounting systems.
- Ability to prepare accurate financial statements and reports with minimal supervision.
- Ability to plan, organize, and supervise accounting processes.

- Strong interpersonal and customer service skills; ability to maintain effective working relationships with officials, staff, and the public.
- Ability to exercise sound judgment, maintain confidentiality, and perform work efficiently and productively.
- Ability to maintain reliable attendance and project a professional public image.

**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 closely related field.
- At least three (3) years of finance or accounting experience.
- Eight (8) or more years of senior-level professional finance experience may substitute for a degree.
- Government accounting experience preferred.

**Licenses, Certifications, or Registrations**

- Valid Florida Driver’s License.
- CPA, preferred.

**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: Exempt</b>	
<b>PAY GRADE: SEE CURRENT PAY GRADE SCALE</b>	