

STAFF ACCOUNTANT

STARTING AT: \$61,870

FLSA Classification	EXEMPT
Reports to	Chief Financial Officer
Type	Regular, Full-time
Date Prepared	May 27, 2022
Date Modified	August 23, 2022

General Statement of Position:

The Staff Accountant works as a collaborative member of the Palm Beach Transportation Planning Agency's (TPA) Finance Team. The position's primary responsibilities include accounting functions, account reconciliations, payroll processing, staff reimbursements, report creation and monitoring, and record keeping. All work is performed with considerable independence and initiative under direction of the Chief Financial Officer.

Position duties include:

- Perform general cost accounting and other related duties for the organization.
- Maintain the general ledger.
- Maintain the chart of accounts.
- Assist in preparing annual financial statements, reports, and reconciliations.
- Set up new accounts, ensure invoices are coded to appropriate accounts, and verify/complete payment of bills associated with accounts payable.
- Prepare and process payroll.
- Verify bank deposits and address inquiries from banks.
- Reconcile cash disbursement accounts, payroll, credit card accounts, customer accounts, and other financial accounts at least monthly; complete month end close activities.
- Receive funds, prepare fund deposits, and reconcile bank statements.
- Verify and/or complete payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts.
- Respond timely to vendor requests for payment status.
- Prepare monthly reports including, but not limited to, balance sheets, income statements, and profit and loss statements.
- Perform routine accounting analysis according to established TPA procedures and state and federal regulatory requirements applicable to the work product.
- Provide outside auditors with assistance; gather necessary account information and documents in assigned areas of responsibility to perform annual audit.
- Process reimbursements for mileage, commuting, fitness, and all other staff purchases.
- File tax documentation with federal, state, and local government agencies.
- Coordinate with software vendors to maintain accounting software systems.
- Administer the Accounts Payable system and processes.
- Serves as a backup and provide day-to-day assistance for cross-functional Finance Department needs.
- Maintain current knowledge of acceptable accounting practices and procedures.
- Perform all other duties as may be assigned to meet agency needs.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each of the aforementioned essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Satisfactory completion of a position-specific skills test.

Education and Experience:

- Bachelor's degree from an accredited institution in accounting, finance, business, or a related field is required.
- Two (2) or more years of experience in accounting, finance, business, or a closely related field is required.
- Certified Public Accountant (CPA) certification is preferred.
- Certified Government Finance Officer (CGFO) certification is preferred.
- Experience working with a government agency is preferred.

Certificates, Licenses, Registrations

Must have or obtain a valid Florida Driver's License and maintain a clean driving record.

Knowledge

- Generally Accepted Accounting Principles (GAAP) Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), standards for bookkeeping, auditing, budgeting, fiscal record keeping, financial reporting, and fund-based accounting.
- Accounting practices, financial report creation, and internal controls.
- Retirement and staff benefit program administration.
- Basic mathematics and ability to calculate figures and amounts.

Skills

- Preparing and giving oral presentations.
- Preparing and editing documents.
- Speak English fluently and is clearly understandable.
- Use and operate computer systems, applications, and databases such as Microsoft Excel, Word, Outlook, QuickBooks, and/or other accounting software programs.

Abilities

- Follow established processes, report results, analyze data, and draw logical conclusions.
- Analyze transactions and reports.
- Make appropriate correcting entries.
- Perform a wide variety of financial and accounting duties.
- Communicate clearly both orally and in writing.
- Use computer applications including the Microsoft Suite and Adobe Creative Suites of software.
- Serve effectively in group activities such as teams, task forces, and committees.
- Understand complex issues and explain them in "plain speak."
- Work with minimal supervision and direction and to initiate projects and activities without direction.
- Work under pressure/stress with an extreme level of accuracy.
- Understand and care for the diverse members of Palm Beach County's communities.

Benefits

The TPA offers a competitive salary and excellent benefits package including paid leave and TPA-funded insurance, retirement, transportation, and tuition reimbursements.

Working Conditions

While performing the duties of this job, the employee is subject to the following conditions:

- Environment:
 - The work is generally performed within an office environment.
 - Lighting and temperatures are typically adequate, and there are few hazardous or unpleasant conditions caused by noise levels, atmospheric levels, etc.
 - The noise level in the work environment is typically quiet to moderate.
- Physical Demands:
 - The employee is generally sedentary, but may occasionally be required to stand, walk, stoop, kneel, or bend at the waist.
 - The ability to lift and carry 20 pounds as occasionally required.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Specific hearing abilities required by this job include the ability to hear and speak to communicate in person, before groups, and over the telephone.
- Work Authorization/Security Clearance:
 - The employee must successfully pass a criminal background check.
 - The employee must successfully pass a credit check.
 - The TPA will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.
 - The TPA is a drug-free workplace as provided in Section 440.101 *et seq.*, Florida Statutes so the employee may be subject to drug and alcohol screens, as permitted by law.

Travel

Approximately 5% up to but not limited to 10% of the employee's time may be spent outside the office travelling to transportation related meetings and events.

Other Duties

The above information is intended to indicate the general nature and level of work performed by the employee in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.