



## CITY OF BUNNELL

<b>Job Title:</b>	<b>Proprietary Funds Accountant</b>	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Finance Department	<b>Job Code/ Req#:</b>	
<b>Location:</b>		<b>Travel Required:</b>	As Needed
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time, Exempt
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>	www.bunnellcity.us		
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or Email:</b>		<b>Mail:</b>	
BunnellHR@bunnellcity.us Fax: 386-437-7503		Human Resources Department City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p><b>This position reports to the Finance Director.</b></p> <p>Under minimal supervision, is responsible for the overall financial, accounting and budgeting functions for the City's Proprietary Funds. Provides complex and diverse financial, budget and management analysis by applying principles of accounting to analyze past and present financial operations, and estimates future revenues and expenditures within the City's proprietary funds. Develops, interprets and implements complex financial and accounting concepts, or techniques for financial planning and control. Coordinates formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of organization. Duties include general accounting services, review of utility billing and collection, and assist in creation of the City's Annual Financial Report, and coordination and development of operating and capital projections for Proprietary Fund activities. Monitors and prepare reports and draw down requests for Proprietary Funds grants. Performs other professional, administrative and supervisory duties as required</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>Analyze and monitor the Utility Billing functions documenting abnormal bill amounts. Communicate noted billing discrepancies to the Finance Director &amp; Utility Billing Clerk.</li> <li>Perform rate table maintenance for the Utility Billing system, documenting changes, and submit to the Finance Director for review.</li> <li>Prepare and monitor liens for past due utility and code enforcement accounts.</li> <li>Analyze past due utility accounts and assist the Utility Billing Clerk in collection efforts on past due accounts.</li> </ul>			



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Analyze and prepare annual bad debt adjustments to include submission to City Commission for write off procedures.

- Analyze financial information and prepares financial reports to summarize and interpret current and projected City financial position for Proprietary funds. Collect and analyze records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments and obligations incurred to project future revenues and expenses for Proprietary funds.
- Assist in the preparation of the City's Annual Financial Report and annual Budget report.
- Assist in the preparation of the City's annual budget for Proprietary funds based on the organization's performance, estimated revenue, expense reports and past budget numbers.
- Monitor compliance with generally accepted accounting principles, grant contracts, and City procedures.
- Assist with internal City audits.
- Review Proprietary fund operating budgets periodically to analyze trends affecting budget needs.
- Consult with City staff and Department Heads to ensure that budget and financial adjustments are made in accordance with City policies and procedures.
- Assist in the design and implementation of accounting and budgetary control systems.
- Assist in the maintenance of the automated accounting and budgeting systems which provide control of expenditures for activities.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions for Proprietary funds.
- Perform statistical analyses to determine trends, estimates and significant changes, and writes narrative reports explaining findings for Proprietary funds.
- Review, investigate and correct errors and inconsistencies in financial entries, documents and reports.
- Collect appropriate data and prepare federal, state and local reports including grant reporting. Prepare billing for grant and other special proprietary projects.
- Attend work promptly and regularly.
- Perform related work as required. These additional duties may be representative of tasks typically performed by those in a lesser or more advanced job grade.
- Assist in the preparation of the Proprietary Funds Capital Improvement Program including analysis review, preparation of reports, meetings, etc.
- Develops financial policies and procedures of the city and prepares special reports, analysis and management studies.
- Other duties may be assigned.

### **Skills/Qualifications:**

- Knowledge of governmental accounting principles.
- Knowledge of modern management principles and practices.
- Knowledge of computer systems pertaining accounting and financial management.
- Knowledge of budgeting and financial reporting systems.
- Ability to lead and motivate subordinate employees.
- Ability to communicate effectively orally and in writing.
- Ability to analyze financial data and discern underlying management problems.
- Ability to exercise good judgment in financial management.
- Skill in making public presentations.

### **Educational Requirements:**

- Graduation from an accredited four year college or university with a Bachelor's Degree in Accounting, Business or Financial Management or a related field
- Two (2) years successful experience in governmental accounting or a comparable amount of training, education or experience can be substituted for the minimum qualifications.

### **Professional Licenses:**



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- Must possess a valid Florida Driver's License
- Must be able to be bonded

### **Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully meet the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient manual dexterity to allow the use of a keyboard and writing.
- Sufficient visual acuity to read and comprehend departmental reports and documents.
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input, and retrieves information from a computer, and operates other office equipment.
- The noise level in the work environment is usually moderate.
- Works inside in an office environment with occasional offsite meetings.
- Acceptable eyesight (with or without correction)

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	