



MIKE FASANO

Job Description

TAX COLLECTOR/PASCO COUNTY/FLORIDA
POST OFFICE BOX 276/DADE CITY, FLORIDA 33526-0276

JOB TITLE: ACCOUNTANT

GENERAL DESCRIPTION

Performs professional, analytical accounting work of average difficulty under the general supervision of the Accounting Supervisor.

DUTIES

Ability to perform the following with or without a reasonable accommodation under the ADA:

- Records accounting transactions, maintains reconciliation of journals and ledgers for preparation of periodic fiscal statement.
- Performs bank reconciliations, prepares and analyzes associated journal entries.
- Performs routine balance sheet reconciliations.
- Verifies revenues, prepares bank deposits and transfers monies between funds.
- Accesses financial information to answer general questions and analysis as well as those related to specific accounts.
- Assists in the development and maintenance of accounting procedures manuals.
- Reports unclaimed funds to the State of Florida consistent with Florida Statute 717.
- Assists in the preparation of management reports including formulation, execution, and revision of reports.
- Assists in preparation of annual financial statements, including the Final Report of Taxes Collected, the Recapitulation of the Tax Roll, and the Excess Fee Distribution Report.
- Provides information to and prepares work papers for independent auditors.
- Cross trains in all accounting functions including tax, motor vehicle and general funds.
- Composes, inputs and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
- Assist the public in person and on telephone using current technology available.
- Performs duties of other office staff as required.
- Stores and retrieves departmental/office records.
- Assists in maintaining a clean and orderly workplace.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Current accounting and auditing practices
- Office policies and the laws, rules, regulations, practices, and procedures relating to it.
- Equipment and systems utilized by the office.
- Computerized accounting software, including the ability to access, input and retrieves data.

Ability to:

- Exercise considerable initiative and sound, independent judgment in the planning, scheduling and carrying out of assignments as given.
- Learn additional software and processes utilized by the office.
- Communicate effectively with others in written and oral form.
- Establish and maintain effective working relationships with co-workers, the general public and other Governmental agencies.
- Analyze complex accounting and related procedures.
- Read for comprehension.

Skills:

- Sit for extended periods of time.
- Stand, stoop and bend in procuring files, forms, records, and related items.
- Lift and carry up to 40 lbs.
- Climb a small ladder.

ATTENDANCE

Current office hours are 8:30 A.M. to 5:00 P.M. Monday- Friday. Additional work time may be required both before and after regular work hours.

EDUCATION, TRAINING AND EXPERIENCE

- Graduation from an accredited four year college or university with a degree in Accounting is required.
- Minimum of one (1) year of verifiable work experience in an accounting position.
- Governmental Fund based accounting knowledge is preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None required