



City of Miami
ACCOUNTANT, SENIOR

SALARY	\$56,490.51 Annually	LOCATION	City of Miami, FL
JOB TYPE	Full-Time	JOB NUMBER	1120-20240429-SUPP
DEPARTMENT	Resilience and Public Works	OPENING DATE	04/29/2024
CLOSING DATE	5/10/2024 5:00 PM Eastern		

An Equal Opportunity Employer

Nature of Work

THIS IS A SUPPLEMENTAL RECRUITMENT TO THE ORIGINAL RECRUITMENT. APPLICANTS WHO RECENTLY APPLIED BUT WERE DEEMED INELIGIBLE AND WISH TO BE CONSIDERED FOR THIS POSITION MUST RE-APPLY BY THE CLOSING DATE. APPLICANTS WHO RECENTLY APPLIED AND ARE ELIGIBLE DO NOT NEED TO RE-APPLY.

This is intermediate level professional accounting work in supervising or auditing major accounting or fiscal operations.

Work involves responsibility for supervising a major unit engaged in maintaining a complete set of accounting records or in collecting and recording detailed municipal fiscal records. Employees in this class frequently develop, revise and implement accounting procedures and forms, and train new subordinate personnel. Employees are expected to exercise considerable independent professional judgment in solving most problems that arise within their assigned work areas. Work is reviewed by a superior and is subject to periodic external and internal audits.

Essential Functions

Plans, organizes, reviews and supervises the work of a group of subordinate accounting and clerical personnel engaged in entering, reviewing, approving and recording financial transactions. Determines that each fund and account is charged appropriate amounts and that all entries are credited appropriately.

Supervises subordinate personnel engaged in preparing and recording asset, liability, revenue, and expense entries by analyzing account information.

Prepares journal entries for recording in general ledger in accordance with Generally Accepted Accounting Principles (GAAP).

Reviews monthly, quarterly, and annual statements prepared by subordinate staff to ensure compliance to Generally Accepted Accounting Principles (GAAP).

Conducts pre-audit and post-audit assignments by examining, analyzing and verifying accounting records. Ascertains compliance with the City's Code, procedures and policies of an accounting and financial nature. Evaluates existing rules, methods, forms, and controls for the purpose of conserving the City's resources and for the general protection of its interests with respect to its assets, liabilities, revenues, and expenditures.

Analyzes monthly expenditures of special projects or specific accounts to prepare budget status and ad-hoc reports, as needed. Reviews invoices charging projects for services and ensures that sufficient funds are available.

Assists an accountant of higher level to prepare monthly financial statements. Approves requisitions submitted by departments to an expenditure control section. Analyzes departmental budgets and arranges transfers of fund.

Performs other related work as required.

Minimum Requirements

A minimum of 60 college credits and two (2) years experience as a professional accountant. Experience in governmental accounting is preferred. Experience in Computerized Financial Accounting System is desired.

OR

An equivalent combination of education and experience beyond a high school diploma or its equivalent and one (1) year of the required experience.

Documentation Requirements

Applicants, including City of Miami employees, must upload and submit attached copies of the following documents with the employment application. Please be sure to attach all required documents to your employment application each time you apply. Uploaded documents remain in your online profile but they will not attach automatically and you will be deemed ineligible without the proper documentation.

ALL DOCUMENTS SUBMITTED MUST BE CLEAR, LEGIBLE, AND IN PROPER FORMAT.

THE FOLLOWING DOCUMENTS ARE REQUIRED AT TIME OF APPLICATION AND ARE ACCEPTABLE FORMS OF PROOF:

1. **Proof of education in the form of diploma or transcripts reflecting a minimum of sixty (60) college credits or higher. Foreign diplomas/degrees must be submitted with a credential evaluation report from an approved credential evaluation agency*. Translations of diploma/degrees are not accepted. If degree/diploma does not reflect the academic major on its face, transcripts indicating degree completion must be submitted. Audit/Academic reports are not accepted as substitutions for college transcripts.**

To qualify under the equivalency clause, applicant must provide proof of education in one or more of the following applicable forms: copy of high school diploma or equivalent, Associate's, Bachelor's, Master's degree or higher.

***Approved Credential Evaluation Agencies:**

Credential evaluation reports showing the United States equivalency for academic credentials earned in other countries may be provided by:

- An accredited four-year college or university in the United States, OR
- A current member of the National Association of Credential Evaluation Services (NACES), OR
- A current member of the Association of International Credential Evaluators (AICE), OR
- A recognized Professional Organization

For additional list of approved credential evaluation agencies visit the Florida Department of Education

It is the applicant's responsibility to ensure that all required documents submitted with the employment application are in a format that is acceptable, clear and legible for eligibility determination or risk being disqualified.

Applicants, including City of Miami employees, must completely detail their work experience on the employment application or risk being disqualified. Resumes are not required and will not be reviewed in place of the employment application.

It is the applicant's responsibility to update their online profile with personal data, work experience, education, and certifications, when submitting application(s), failure to do so may result in disqualification.

Applicants must provide a valid email address in order to receive notification of eligibility.

Veterans Preference: Veterans Preference is awarded in accordance with Florida State Statute 295.07. If veteran's preference is being claimed, it must be indicated on the application form and proper documentation, including all forms DD-214 (Member 4) and the applicable FDVA- Veteran's Preference Certification Form(s) in accordance with rule 55A-7.013 - Documentation of Preference Claim, must be submitted with the employment application.

FDVA Certification Forms: Please complete the applicable Veterans' Preference Certification Form(s). Form(s) must be uploaded with your employment application along with acceptable proof of veterans' preference.

Form VP1: VETERANS' PREFERENCE CERTIFICATE

Form VP2: CURRENT MEMBER OF THE RESERVE CERTIFICATION

FORM VP3: UNREMARIED WIDOW or WIDOWER CERTIFICATE

Selection Preference for City Residents: In accordance with APM 2-02, applicants for classified positions who are City of Miami residents and new hires will receive preference in selection from interview ranking bands provided that any two (2) of the following documents are submitted with the employment application and again at time of interview:

- A. Utility bill dated within 60 days of the date of submission
- B. Valid Florida Driver License or State-issued I.D.
- C. Property Tax Statement dated within 1 year of the date of submission
- D. Properly executed valid lease agreement
- E. Homestead Exemption dated within 1 year of the date of submission

F. Motor Vehicle Registration dated within 90 days of the date of submission

G. Official school records or transcripts, dated within 90 days of the date of submission

H. W-2 (or 1099) Tax Form dated within 1 year of the date of submission

City of Miami residents are granted selection preference over non-City of Miami residents within the same ranking band resulting from an interview process.

Selection Preference: Selection preference within the same ranking band resulting from an interview process will be granted in the following order: 1) preference eligible veterans, 2) active City of Miami employees, 3) City of Miami residents, 4) all others.

OPEN/NON-COMPETITIVE

An Equal Opportunity Employer

Agency

City of Miami

Address

444 SW 2nd Avenue, 7th floor

Miami, Florida, 33130

Phone

(305) 416-2170

Website

<http://www.miamigov.com/employment>

ACCOUNTANT, SENIOR Supplemental Questionnaire

***QUESTION 1**

Have you attached a copy of your transcript showing at least 60 college credits, Associate's Degree, or a copy of your high school diploma or higher, and/or transcript plus a foreign credential evaluation report (if applicable) from an agency recognized as specified in the job announcement? Your diploma(s) and/or transcripts **MUST** be uploaded with your application. If not, your application will be deemed ineligible.

Yes

No

* Required Question