



CITY OF CAPE CANAVERAL

JOB OPPORTUNITY

Accountant (Part Time)

Salary Range: \$22.83 - \$25.00 per hour

Hours: 20-25 hours per week with flexibility for M-F days

Apply To: City of Cape Canaveral
Attention: Human Resources Officer
105 Polk Avenue
Cape Canaveral, FL 32920

Job Vacancy Reference No. 17-15

E.O.E./ M/F/H/V

The City of Cape Canaveral is a Drug-Free Workplace Employer

SUMMARY – Under general supervision performs a variety of professional activities, moderately complex and technical accounting functions. Responsibilities include but are not limited to: cash receipts/accounts receivable, purchasing activities, inventory/fixed assets, utility billing, general ledger maintenance; reporting/analysis requirements while using advanced Excel spreadsheets. Duties assigned may vary according to the specific needs of the department and cross training requirements. Exercises sound judgment, problem solving skills, superior communication skills and travels to City facilities to provide training and for project assessment purposes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cash Receipts/Accounts Receivable: maintains records of daily cash receipts received through electronic EFT, by mail, over the counter and through cash receipts from other departments; validates amounts; assigns proper account numbers; prepares daily cash deposits for department receipts; processes accounts receivables, including preparation of invoices for Fire Inspections, bad checks, code violations, collection activity and other receivables; prepares/updates cash flow analysis to project balances for each of the City's bank/investment accounts to ensure sufficient funds are available for Accounts Payable expenses; records/accounts for cash used in investments including liquidation and replenishment of investment accounts; performs monthly reconciliation of the bank/investment accounts and performs any adjustment journal entries required.

Purchasing Activities: working side by side with assigned personnel from other Departments provides assistance/coordination of purchasing activities to include but not limited to individual purchases; items/projects requiring bidding/requests for qualifications/proposals, maintenance of vendor lists to ensure compliance with City policy; performs monthly account reconciliation for purchasing cards, credit cards, employee paid benefits and other assigned accounts; coordinates/administers Owner Direct Purchase (ODP) Program including but not limited to understanding work flow process from vendor to prime contractor; working directly with prime contractor in completing necessary

documentation, purchase order processing and reporting of program costs associated with specific projects/grants; performs/computes and maintains detailed spreadsheets to account for sales tax savings, retainage and overall project costs; coordinates financial data related to all grants awarded to the City including but not limited to meeting with/assisting Directors on-site in completing and computing grant information; coordinating with grant agencies to ensure all reporting requirements are met and submitting for/obtaining reimbursement of expenditures in a timely manner.

Inventory/Fixed Assets: working side by side with assigned personnel from other Departments, develops comprehensive inventory program to account for inventory levels and re-order requirements; maintains reports to ensure completeness of control process to support items procured; performs regular reviews, verifies, corrects, and adjusts transactions prepared by all departments relating to fixed assets before posting to general ledger; maintains, reconciles and analyzes accounts/ledgers/records pertaining to fixed assets by department/type/source of funds using electronic spreadsheets; coordinates annual fixed asset inventory with all City departments and contracted services having fixed assets.

Utility Account Maintenance/Payment: maintains numerous databases pertaining to solid waste, recycling and stormwater services provided to Cape Canaveral properties; assists the City of Cocoa staff in adjustments/credit requests; upon receipt of a Certificate of Occupancy, activates the appropriate utility billing; monthly, prepares detailed documentation of all services provided by the Solid Waste Contractor and provides the payment detail to the Accounting Technician for accurate disbursement of related fees.

General Ledger Maintenance: uses knowledge of basic accounting concepts, assets, liabilities, revenues/expenditures and their proper treatment to verify daily entries processed through the general ledger, researches inconsistencies found and processes journal entries to make necessary corrections and adjustments; and balances the general ledger Citywide.

Reporting/Analysis Requirements: prepares and submits all monthly, quarterly and annual County/State/Federal reports/tax filings, including but not limited to: monthly financials, transportation impact fee reports, W2 filings, 1099 filings, employee benefit trust fund, workers' compensation fund, property/public liability, deferred compensation, preparation of annual operating budget including detailed workbooks and Capital Improvement Plan, payroll and financial reports/schedules to support the completion of the Comprehensive Annual Financial Report (CAFR) and conducts detailed accounting studies and prepares reports containing the results.

Cross training: Serves as payroll and accounts payable support in the absence of Accounting Technician.

Performs other related work as required.

SUPERVISORY RESPONSIBILITIES – This position may guide, train, direct and oversee the activities of employees as assigned.

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from an accredited four-year college or university majoring in Accounting or Finance and 5 years of accounting experience. Governmental (public sector) financial accounting

experience is highly preferred. Proficient in use of windows based software and operating system including advanced skills in Microsoft Excel.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information (verbally and in writing) to top management, public groups and/or City Council.

MATHEMATICAL SKILLS

Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

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

While performing the duties of this job, the employee must be physically able to operate a variety of automated office machines, which includes, computer, calculator, printer, copier, scanner, postage meter, etc. Employee is regularly required to sit, stand, use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to walk, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Extensive public contact, requiring numerous interruptions in workflow. The noise level in the work environment is usually moderate to quiet.