



SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
invites applications for the position of:

Accountant

SALARY: Depends on Qualifications

OPENING DATE: 08/11/17

CLOSING DATE: 08/25/17 11:59 PM

DESCRIPTION:

The Southwest Florida Water Management District (District), a leader in protecting Florida's water resources, is seeking an Accountant in support of the Finance Bureau. This position will assist the accounting staff and interfaces and coordinates accounting activities with other Bureaus. The successful candidate will conduct special studies and develop or recommend accounting methods and procedures while interpreting various rules and regulations. This position will also participate in the District's cash management function, assist with the preparation for external audits, and assists with the preparation of the District's comprehensive annual financial report (CAFR). Participates in District emergency management activities, departmental projects, handles special projects and performs other duties as needed.

This position will be filled based on qualifications of the successful candidate. Starting salary depends on education and years of related experience.

Accountant 2: \$42,494.40 - \$53,102.40

Accountant 3: \$45,801.60 - \$61,068.80

Accountant Lead: \$49,462.40 - \$65,956.80

ESSENTIAL FUNCTIONS:

Accountant 2 or Accountant 3:

- Prepare invoices for other governmental units and review the billing requirements and underlying expenditures for accuracy, allow-ability and reasonableness
- Record the related accounts receivable for various Federal, State, Local agreements, grants and trust fund arrangements
- Reconcile multiple District bank accounts monthly
- Investigate and correct discrepancies and reconcile multiple general ledger accounts on a regular basis
- Audit petty cash funds at all locations and develop and maintain the District's equipment/vehicle rental rates
- Performs month-end and year-end procedures for financial close-outs; assists in annual audits; and the preparation of financial statements
- Work on special projects as they arise and provide coverage to other accounting positions as needed

Lead Accountant:

- Provides guidance to other accounting staff as needed
- Reviews general ledger and journals to verify proper account coding and reconciliation of account balances and performs account reconciliations as required
- Reviews and approves journal entries, all accounts receivable billings/invoices and supporting documentation prepared by Accounting staff

- Prepares journal entries, invoices and/or compiles supporting billing information as required
- Researches and interprets various rules and regulations pertaining to accounting & auditing standards, as well as, grants and cooperative agreements
- Coordinates accounting activities requiring interaction between other sections of the Finance Department and/or other Departments
- Generates financial reports for specialized reporting requirements for accounting section and other user departments
- Develops system requirements for enhancement of the financial systems and the reporting capabilities of the systems
- Assists in the investment of surplus funds by placing investments with authorized depositories in accordance with District policy; places or approves wire transfers, as needed, to transfer funds for investments and to transfer funds for authorized expenditures
- Assists in the preparation for external audits and prepares and oversees the preparation of all required audit schedules and the District's CAFR

QUALIFICATIONS:

Required

Accountant 2

- Bachelor's degree from an accredited college or university in Accounting
- Two (2) years related experience
- Valid driver's license

Accountant 3

- Bachelor's degree from an accredited college or university in Accounting
- Four (4) years of related experience
- Valid driver's license

Lead Accountant

- Bachelor's degree from an accredited college or university in Accounting
- Five (5) years of related experience
- Valid driver's license

Preferred

- Two (2) years of related experience working in the public sector
- Knowledge and experience working with Florida statutes and governmental accounting standards
- Experience with Advantage Financial, the District's accounting system, or other similar accounting systems
- Experience with Business Objects, the District's report writing tool or other similar report writing tools

HOW TO APPLY:

Please visit www.watermatters.org/careers for a more detailed job posting, as well as information on the Benefits offered by the District. Applications are submitted online through the District's Careers page.