

**CITY OF OVIEDO**  
invites applications for the position of:



**Accounting Coordinator - Finance**  
**Department (FLSA: Non-exempt; SHIFT:**  
**Mon. - Fri., 8:00A - 5:00PM)**

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**SALARY:** \$16.42 /Hour  
**OPENING DATE:** 08/09/17  
**CLOSING DATE:** 08/23/17 11:59 PM  
**WORK OBJECTIVE:**

**EMERGENCY STATUS: Non-essential**

Performs professional work which includes the preparation, maintenance and reporting of financial transactions supporting the Financial Accountants. Duties include revenue and expenditure monitoring, distributing and ensuring the accuracy of financial reports; researching and resolving financial issues; reconciling and classifying the recording of receipts and distributions. Provides assistance to Financial Accountants and the Finance Department where needed. Performs related work as required. Work is performed under the general supervision of the Finance Operations Manager.

**ESSENTIAL FUNCTIONS:**

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 duties are a logical assignment to the position.

Coordinates accounts receivable/payable including processing of receipts/payments, producing statements of accounts, collections on overdue accounts, and account reconciliation.

Ensures compliance with all rules and regulations governing accounting records, records maintenance, and financial reporting.

Reconciles daily cash deposits to general ledger totals.

Reconciles Rec-Trac daily deposits.

Prepares monthly and recurring journal entries.

Prepares the Fuel Tax report for submission to State of Florida.

Verifies and monitors outgoing wire transfers.

Analyzes revenue and expense patterns, and reports budget variance concerns.

Handles special projects and assignments requiring extensive research, analysis, and collaboration to resolve problems; improves operating efficiencies including tasks related to the annual audit; various disclosure requirements, billing, collections, and municipal lien processes.

Researches and prepares responses to requests for information from internal and external sources as needed.

Maintains fleet transactions, monthly closing, and conducts annual inventory and reconciliation.

Prepares various monthly, quarterly, and annual reports.

Reviews accounts for unusual items and investigates.

Prepares schedules for annual audit and assists with fiscal year end close.

Prepares Journal Entries.

Edits and updates various batches to the General Ledger

Performs related tasks as required.

### **MINIMUM QUALIFICATIONS:**

Requires an Associate's degree or specialized courses/training equivalent to satisfactory completion of two years of college in Finance, Accounting, or closely-related field.

Requires two years of experience in governmental accounting or closely-related experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the theory, principles, methods and practices of accounting.

Knowledge of the laws, ordinances, and regulations governing municipal financial matters.

Knowledge of basic fiscal management policies and principles.

Ability to learn and adapt to changing duties and responsibilities.

Ability to prepare financial reports, statements, and analysis in accordance with pre-determined policies and procedures.

Ability to establish and maintain effective working relationships with associates and the general public.

Ability to express technical ideas effectively both orally and in writing.

Ability to interpret ordinances, statutes, regulations, and legal documents.

Ability to speak clearly and persuasively in positive or negative situations.

Ability to operate necessary equipment including personal computer.

Proficient in the use of Microsoft Office Suite for word processing, spreadsheet, database, and presentation tasks, as well as knowledge of centralized financial applications such as Superior, SunGard, HTE, or similar applications.

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EOE-M/F/D/V-Drug-Free Workplace/ Tobacco-Free Work Environment  
APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofoviedo.net>

400 Alexandria Blvd  
Oviedo, FL 32765  
407-971-5520  
407-971-5529

[careers@cityofoviedo.net](mailto:careers@cityofoviedo.net)

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Position #17--031  
ACCOUNTING COORDINATOR - FINANCE DEPARTMENT (FLSA: NON-  
EXEMPT; SHIFT: MON. - FRI., 8:00A - 5:00PM)  
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### **Accounting Coordinator - Finance Department (FLSA: Non-exempt; SHIFT: Mon. - Fri., 8:00A - 5:00PM) Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses (including 'see resume' or 'see application'), false statements, omissions, or partial information may result in disqualification from the process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

Yes  No

- \* 2. The City of Oviedo is a drug-free workplace. Do you currently use any illegal drugs?

- Yes
- No

\* 3. The City of Oviedo is a tobacco/nicotine-free workplace. Do you currently use tobacco/nicotine products?

- Yes
- No

\* 4. Have you completed an Associate's degree in any of the disciplines listed below? NOTE: Education indicated below should also appear in the "Education" portion of this application; otherwise, full credit may not be awarded.

- Accounting
- Finance
- A closely-related field
- My Associate's degree is not related to any of the disciplines listed above.
- N/A - I do not possess an Associate's degree.

\* 5. Have you completed a Bachelor's degree (or higher degree) in any of the disciplines listed below? NOTE: Education indicated below should also appear in the "Education" portion of this application; otherwise, full credit may not be awarded.

- Accounting
- Finance
- Closely-related field
- N/A - my Bachelor's degree (or higher degree) is not related to any of the disciplines listed above.
- N/A - I do not possess a Bachelor's degree (or higher degree).

\* 6. Do you possess two years of experience in governmental accounting? NOTE: Experience indicated below should appear in the "Work Experience" portion of this application; otherwise, full credit may not be given.

- Yes
- No

\* Required Question