



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

# Accountant

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.

## Essential Functions

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

## Working Conditions

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.

Employee works in a standard office environment. Occasional travel usually during the workday is required. Performs continuous repetitive tasks (to include keyboarding) with one or both hands. Occasionally lifts and carries objects up to 10 pounds. Occasionally requires bending and reaching above shoulder level. May spend time out in the field in remote areas. Possible travel to other offices. Occasionally required to drive automotive vehicle for 2 hours or more at a time.

## Additional Details

This position is typically scheduled to work 40 hours per week, Monday to Friday, out of the Brooksville, FL office. This position is eligible for compensatory time for hours worked over 40 hours, in a week.

***Accepting applications until filled***

**Compensation: \$45,219.20 - \$50,871.60**

Minimum to 25% annual rates displayed. Monetary compensation determination will be based on the qualifications of the successful candidate.

Equal Employment Opportunity/Veterans Preference/Drug-Free Workplace

The District will not sponsor applicants for work visas.

All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, sex, marital status, familial status, or medical condition. All recruitment, hiring, placements, transfers and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation(s).

The District participates in E-Verify employment eligibility verification. We will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

## Travel Required

Yes. Some travel, using District vehicle, within the District's coverage area.

### **HOW TO APPLY:**

Please visit [www.watermatters.org/careers](http://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.