



400 South Federal Highway  
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## Accountant II

**SALARY RANGE: \$48,000 - \$77,000**

**OPENING DATE: November 1, 2017**

**CLOSING DATE: Open Until Filled**

### **NATURE OF WORK:**

Provides technical, analytical, and administrative support in one or more functional areas of accounting: accounts payable, accounts receivable, payroll, fixed assets, annual audit, investments, debt obligation, year-end closing, and the general ledger. Work is performed independently under limited supervision with moderate latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

Full job description available: <https://goo.gl/qza9np>

### **MINIMUM QUALIFICATIONS:**

Preference will be provided to candidate that has experience in the fixed assets/inventory functional area.

### **REQUIREMENTS:**

#### **Education and Experience:**

Bachelor's degree in accounting, finance or related field; supplemented by two or more years' experience in professional accounting, preferably in a governmental or similar institutional environment; or an equivalent combination of education, certification, training and/or experience. Must have National Incident Management System (NIMS) certification (IS 700, 800, 100 and 200), or obtain within one year of employment.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

### **ADDITIONAL INFORMATION:**

Applicants who demonstrate they meet the minimum requirements may be subject to an extensive selection process and screening program, which may include, but not be limited to, evaluation of training and experience background investigation; medical evaluation; controlled substance screen.

Applicants are required to sign an affidavit for non-use of tobacco products in order to be considered for employment.

Preference will be given to certain veterans, spouses of veterans, or un-remarried widows/widowers of veterans. Proof of veterans' eligibility must be provided at time of application. EOE M/F/D/V.

**DOCUMENTATION MUST BE PROVIDED AT TIME OF APPLICATION, DEMONSTRATING APPLICANT MEETS POSITION REQUIREMENTS.**

Apply online at [www.hallandalebeachfl.gov](http://www.hallandalebeachfl.gov)