



# city of PALM COAST

## Finance Department

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3700

### Chief Accountant

Under executive direction, the purpose of the job is to perform highly complex accounting work according to generally accepted accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work. An employee in this job classification functions in a management capacity to supervise accounting professionals, and entry level accounting and support staff to ensure the accomplishment of assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes researching and collecting highly complex data, preparing clear and concise financial reports, and monitoring expenditures and revenues of assigned divisions and/or departments. Responsible for the completion of the Comprehensive Annual Financial Report (CAFR), which includes a significant amount of account analysis at year-end including preparation and review of audit schedules and implementation of new accounting principles as required by the Government Accounting Standards Board (GASB). Performs highly technical, professional, analytical work of considerable difficulty in the preparation, analysis, and monitoring of the City's budget.

Bachelor's Degree in Business Administration, Accounting, Finance or related field; supplemented by seven (7) years progressively responsible experience in municipal and business accounting and budget administration; or an equivalent combination of education, training and experience. Must possess a valid Florida Driver's License.

Certified Public Accountant or Certified Internal Auditor, preferred. Certified Government Finance Officer required, or ability to obtain certification within three years.

*This position is open until filled*

**Salary** : Negotiable based on qualifications