



# CITY OF ST. PETERSBURG, FLORIDA

An Affirmative Action/Equal Opportunity Employer

## JOB ANNOUNCEMENT

**POSITION – IRC39390**

Accountant III

**DEPARTMENT**

Finance

**CLOSE DATE**

07-26-2017 (4:00 PM DST)

**SALARY**

\$52,031 - \$86,703

**DESCRIPTION** This is professional accounting work performing and coordinating varied complex accounting, fiscal operations and grant management; and may include supervision over other professional and clerical employees engaged in similar activities. Work involves technical and complex accounting of fiscal transactions; the recommendation, development, revision and installation of accounting systems, procedures and forms; preparing complex periodic and special reports for grant reporting in compliance with federal and state regulations such as the Schedule of Federal Awards (SEFA); monitoring grant compliance; monitoring grant expenditures and billing with grantor agencies; and coordination with other City departments on fiscal or grant matters and reporting requirements. An employee in this class is required to exercise considerable independent professional judgment and initiative in solving problems through the application of a thorough knowledge of the City's financial policies and practices.

**JOB REQUIREMENTS** **Essential Qualifications:** Applicants must have graduated from an accredited four year college or university with major course work in accounting; must have two years professional experience in accounting; must have extensive knowledge of Generally Accepted Accounting Principles; must be proficient in the use of a personal computer; must have extensive experience with financial systems applications, (preferably Oracle eBusiness Suite); must have advanced knowledge of Microsoft Office Suite; must have experience with financial statement preparation; must have superior analytical and critical thinking abilities; must be able to work effectively both independently and in a team environment; must be able to effectively multi-task, meet deadlines and coordinate activities across multi-departmental operations; must have excellent written and oral communication skills; and must be able to competently perform detail work involving written or numeric data and to make arithmetical calculations rapidly and accurately. **Desirable Qualifications:** Preferred applicants are licensed by the State of Florida as a Certified Public Accountant; have extensive knowledge of grants compliance, grant administration and Governmental Accounting Standards Board pronouncements; have experience in municipal government financial statement preparation, including the Comprehensive Annual Financial Report; and have supervisory experience.

**IMPORTANT APPLICATION INSTRUCTIONS** For purposes of employment, re-employment, promotion, transfer or demotion, the most qualified applicants will be selected to continue in the hiring process. At this point, any prior criminal records will be verified. A prior criminal record will not necessarily disqualify a selected applicant from employment.

The City of St. Petersburg is committed to a Drug Free Workplace and compliance with the Department of Transportation (DOT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

**HOW TO APPLY** Apply online at [www.stpete.org/jobs](http://www.stpete.org/jobs) - Select Apply for Jobs/Register/View Job Postings. City employees must use the Current City Employee link or use a City computer to access iRecruitment Employee Candidate. **The City of St. Petersburg is committed to affirmative action and equal opportunity employment, and encourages individuals with disabilities and veterans to apply for posted positions. In accordance with Chapter 295 of the Florida Statutes, qualified servicemembers/veterans and the spouses/family members of certain servicemembers/veterans receive preference/priority in employment. Eligible applicants are responsible to apply for Veterans' Preference at the time of submission of any job application.**