



400 South Federal Highway  
Hallandale Beach, FL 33009  
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## Accountant I

**SALARY RANGE: \$44,000.00 - \$70,000.00**

**OPENING DATE: May 31, 2017**

**CLOSING DATE: June 14, 2017**

### **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, cash and investments, debt obligation, year-end closing, and the general ledger. Work is performed under general supervision with minimal latitude for the use of initiative and independent judgment based on professional education and previous experience.

### **REQUIREMENTS:**

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

Bachelor's degree in accounting, finance or related field; supplemented by two or more years' experience in performing accounting related tasks, preferably in a governmental or similar institutional environment; or an equivalent combination of education, certification, training and/or experience that provides the required knowledge level. CPA, CGFO or MBA, preferred. Must have National Incident Management System (NIMS) certification (level to be determined by job classification requirements), or obtain within one year of employment.

### **ADDITIONAL INFORMATION:**

**CPA, CGFO or MBA, preferred.**

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 unremarried 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.**

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