



SEMINOLE COUNTY/BOARD OF COUNTY COMMISSIONERS  
invites applications for the position of:

# Emergency Management Accountant

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**SALARY:** \$17.86 /Hour

**OPENING DATE:** 06/14/17

**CLOSING DATE:** 06/23/17 11:59 PM

**DESCRIPTION:**

Compliance with multiple laws, statutes, rules and regulations for emergency management activities. Plans, coordinates, and maintains an efficient accounting system, including accounts payable and receivable, payroll, and cost accounting functions, through use of a personal computer. Compiles monthly, quarterly, and annual financial statements, reports related to financial activity. Reconciles and classifies the recording of receipts and distributions. Plans, organizes, develops, reviews, and revises accounting forms, fiscal statements, controls, information systems, and procedures to promote efficient financial records. Monitors accounts and posts fixed assets to respective accounts. Coordinates the delivery of services and programs required by the Florida Division of Emergency Management and the Federal Emergency Management Agency (FEMA).

**ESSENTIAL FUNCTIONS:**

***Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.***

Coordinates, monitors, and maintains financial records and grants for the Office of Emergency Management including: E-911 Administration, Addressing, Animal Services, Emergency Management, and Radio/Telecommunications. Provides detailed accounting reports for supervisor, the State of Florida, and Department of Homeland Security as required by grant guidance. Prepares invoices and change orders; processes and tracks payments; and performs analysis and evaluation of budget expenditures.

Coordinates fixed asset inventories, Emergency Operations Center tools, technology, shelter equipment, and response team logistics. Plans, organizes, develops, reviews, and revises accounting and inventory forms, controls, information systems, and procedures to promote efficient financial and inventory records.

Maintains the Persons with Special Needs database, to include registration, triage, gap analysis, volunteer coordination, transportation systems, notifications/alerts, annual reviews and updates. (HB-709/SB-872)

Manages and tracks the County's Persons with Special Needs (PSN) program. Coordinates the annual update of each client in the database and reverse emergency calling system.

Compiles monthly, quarterly, and annual financial statements, reports related to department or division financial activity. Reconciles and classifies the recording of receipts and distributions. Maintains salary spreadsheets, leave balances, and grant funds for department. Reviews and forwards requisitions and payment requests for final approval. Assists supervisor with budgeting, reporting, and changes to the budget.

Provides public outreach, customer service, education, and support relating to disaster preparedness, response, recovery, and mitigation activities.

Coordinates long-term, off-site file storage of project records, official records and other office

documents. Assembles and researches materials from files and records in preparing reports, summaries, tabulations and office correspondence.

Serves as on-call emergency management official for emergency response and recovery activities. Serves inside the Emergency Operations Center during activations.

**Additional Duties:**

Assists/trains employees as requested.

Provides reports as necessary.

Performs other duties as assigned or as may be necessary.

**MINIMUM QUALIFICATIONS:**

Completion of Bachelor's Degree in public administration, emergency management, finance, and three (3) years' experience in an accounting position. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADDITIONAL REQUIREMENTS:**

Ability to apply accounting procedures to practical applications. Ability to analyze and evaluate accounting data.

Ability to follow detailed oral and written instructions.

Ability to organize work and provide technical assistance. Ability to prepare complete and accurate complex accounting reports and statements.

Ability to complete work assignments with a minimum of supervision.

Must maintain a Valid Florida Driver's License.

Skilled in the use of standards office equipment, such as a 10 key adding machine or calculator, and personal computer. Skilled in the use of Microsoft Word and Excel Spreadsheets.

Position is required to work nights, weekends, and holidays when an emergency takes place.

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**For more information and to apply online visit: <https://www.governmentjobs.com/careers/seminolecountyfl/jobs/1755826/emergency-management-accountant>**