



JOB POSTING

Junior Accountant

Deadline for Submission of Applications for internal consideration is Wednesday, June 28, 2017 – 5 P.M.

Title:	Junior Accountant
Division:	City Hall
Department:	Finance
Pay Grade	109
Salary:	\$ 16.53 / hour (\$ 34,376 / year)
FLSA Status:	Non-Exempt
Classification:	Full-Time

SUMMARY

Perform accurate, basic-level accounting functions in accordance with local, state, and federal guidelines and procedures regarding Generally Accepted Accounting Practices (GAAP). Reports to and works under general supervision of mid-level accounting management.

DUTIES AND RESPONSIBILITIES

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Functions

- Assist with all aspects of the Finance Division such as cash receipting, accounts payable and receivable, payroll, budget, capital assets, risk management, grants and pension; works under supervision.
- Process insurance claims for the City with the City's insurance provider and other third party insurance companies.
- Provide back-up services to payroll and, when needed, process bi-weekly payroll for approximately 135 employees, which includes elected officials, exempt, non-exempt, part-time, union, and general employees.
- Participate in month-end processes as assigned.

- Prepare regular, special financial and statistical reports and statements, including reports filed with other governmental entities.
- Serve as a liaison to other assigned departments to assist in preparation, administration, reconciliation, and adjustment of their budgets.
- Provide record retention services relating to annual audit and accounting transactions.

Additional Duties

- Assist in the preparation of assigned sections of the audit and Comprehensive Annual Financial Report (CAFR); assist external auditors as needed.
- Work cooperatively with other departments and embrace a teamwork approach to complete tasks and provide quality, seamless customer service.
- Perform related work as assigned.

Additional Responsibilities

- Collect, classify or format data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.
- Maintain the highest level of confidentiality regarding employee and customer information.
- Speak with or signal to people to convey or exchange information of a general nature.
- Responsible for achieving moderate economies and/or preventing moderate losses through the timely reconciliation of financial reports.
- Use mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic descriptive statistics, mathematical and classifications or schemes.
- Read journals, manuals and professional publications; speak informally to groups of co-workers, compose original reports using proper language, punctuation, grammar and style.
- Requires interpretation of procedures and constant decisions affecting departments; works in a very fluid environment with guidelines, but significant variation.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Complexity of Work

Perform coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors

The impact of errors is serious – can affect entire organization and the general public.

Physical Demands

Perform sedentary work that may involve some lifting, carrying, pushing, pulling and/or moving of objects and materials of light weight up to 15 pounds, walking or standing some of the time, and sustained keyboard operations.

Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Some tasks require oral and written communication abilities. Additionally, the employee is regularly required to use hands and fingers, handle or feel objects, and reach with hands and arms. The employee frequently is required to stand and talk, see and hear, and is frequently required to walk, sit, and occasionally drive a vehicle.

Work Environment

While performing the duties of the job, the employee will regularly work in an open office environment subject to light to moderately heavy noise levels. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Handles or uses office machinery, tools, equipment or work aids.

Minimum Education and Experience REQUIREMENTS

Requires an Associate's Degree in accounting, finance, or a closely related accounting field, or 18 college semester hours in accounting (*including principles and intermediate accounting*).

One (1) year of experience in an accounting, bookkeeping or related finance position preferred.

Selection Process

Formal application, rating of education and experience; oral interview and reference check; and job related tests may be required. All applicants must complete a pre-employment physical.

Application Process

Interested candidates should submit an employment application and resume via email to Human Resources at rgreen@palmettofl.org or may deliver it to Palmetto City Hall, 516 8th Ave. West, Palmetto, FL 34221 ATTN: Human Resources.

Employment applications may be printed from our website at www.palmettofl.org or picked up at Palmetto City Hall, 516 8th Ave. West, Palmetto, FL 34221.

Resumes will be accepted only with a completed City of Palmetto General Employee Application.

Americans with Disabilities Act Compliance

The City of Palmetto, FL is an Equal Opportunity Employer. ADA requires City of Palmetto, FL to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.

All applications will become public documents under Florida Law. The City of Palmetto is an **EOE/DRUG FREE WORKPLACE**.