



# CITY OF NEWBERRY

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## NOTICE OF VACANCY

### Senior Staff Accountant

\$20.00 - \$28.00 /hr

(Position may be under filled as Staff Accountant II)

Professional and administrative position coordinating and maintaining accounting, payroll, accounts receivable, and financial reporting in the Finance Department. Qualified candidates will have knowledge of accounting methodology, and strong financial and analytical skills to perform work that includes general accounting for assets, liabilities, revenues and expenses; the implementation and continued compliance with applicable standards (GASB, GAAP, etc.), and participation in the year-end close and audit process.

### Examples of Essential Duties

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Preparing various reports, financial statements and records related to City payroll, finance and accounting functions;
- Processing and preparing the City's bi-weekly payroll, and associated reporting;
- Assisting in preparation of City budget and official documents and records;
- Verifying, depositing, posting, and reconciling cash receipts from various departments;
- Preparing and remitting various taxes payable by the City;
- Preparing and processing journal entries and budget adjustments for posting to the City's general ledger;
- Liaison with various vendors and manage various contracts;
- Providing technical assistance to staff involving financial reporting, payroll, accounts payable, fixed assets, purchase orders, special funds, grants, and other departments;
- Implementing and enforcing internal accounting controls;

- Updating and maintaining the City's fixed asset and inventory systems;
- Obtaining revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments;
- Assisting in year-end closing of books, and the annual audit process;
- Assisting in monitoring and administering of grants;
- Assisting the Director of Finance & Administration in day to day financial operations of the City. May serve as department contact in the absence of the Director of Finance & Administration;
- Performing other duties as assigned.

## **Requirements**

Bachelor's Degree with coursework in Accounting, Finance, Business, or related field; supplemented by two (2) years responsible experience in accounting work (governmental work preferred); or an Associate's degree with related coursework supplemented by five (5) years responsible experience; or an equivalent combination of education, training, and experience.

## **Knowledge, Skills and Abilities**

- Knowledge of computers, fund accounting, government accounting, and financial reporting.
- Knowledge of both financial and governmental accounting principles.
- Strong knowledge and skill of Microsoft Excel.
- Intermediate skills using MS Word and Outlook.
- Ability to analyze financial data and prepare reports.
- Ability to implement methods, procedures, forms and record systems.
- Ability to communicate effectively both orally and in writing.
- Ability to multitask, prioritize and organize in a stressful environment.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies.
- A strong understanding of ethical behavior is required.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier and fax machine (not limited to these). Must be able to sit for long periods of time while using a computer administering accounts.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Special Requirements**

This position requires the ability to work independently by applying well developed accounting knowledge. In addition, the successful candidate will have the skill to exercise good judgment and take appropriate initiative.

## **Miscellaneous Information**

The hours for this position are typically Monday-Thursday, 7am-6pm. However, the incumbent may be required to work evenings in order to meet the operational needs of the Department or to attend City workshops and meetings.

The City of Newberry is a Drug Free Workplace and an Equal Opportunity Employer, and offers Florida State Retirement. The City offers health, life, and dental insurance, as well as a retirement plan.

Applications are available at the City Hall Annex located at 25445 West Newberry Road, Newberry, FL and on our website <http://www.ci.newberry.fl.us> An assessment may be required.

Applications must be submitted no later than 5:30 pm July 20th, 2017.

Send to: City of Newberry, PO Box 369, Newberry FL 32669, Attn: Deborah Starr in Human Resources. Please call (352) 472-2161 ext. 112 if you have any questions.