

## CITY OF SATELLITE BEACH, FLORIDA

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565 Cassia Boulevard  
Satellite Beach, FL 32937  
(321) 773-4407  
FAX: (321) 779-1388



INCORPORATED 1957

# Job Notice – May 2017

Applications are currently being accepted for one

**Full-Time Comptroller - \$42,815 - \$66,791**

**Satellite Beach City Hall**  
565 Cassia Blvd.  
Satellite Beach, FL 32937

The Comptroller will provide professional accounting assistance in support of various programs within all funds of the City, its associated agencies and in City-agency relationships. Coordinates accounting needs with City departments, auditors, and granting agencies; provides additional accounting input in performing reconciliations, maintaining a general journal entry accounting system, developing financial statements, and various other accounting related duties. Performs work under the direction of the Assistant City Manager.

### **Minimum Qualifications:**

- Knowledge of governmental accounting principles, practices and reporting requirements.
- Knowledge and comprehension of accounting software
- Ability to manage and supervise effectively
- Ability to provide a high degree of computer knowledge
- Ability to work, train and to manage general accounting personnel
- Ability to provide accurate, complete financial reports on a timely basis
- Skilled in preparing reports

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Accounting or a related field. Master's Degree Preferred
- Two (2) years minimum of governmental accounting experience.

**Closing Date: Open until filled**

To be considered, please complete an employment application located online at [www.satellitebeach.org](http://www.satellitebeach.org).

Email to - [jobs@satellitebeach.org](mailto:jobs@satellitebeach.org) or Fax to – 321.779.1388

*The City of Satellite Beach is a Drug-Free Workplace  
In compliance with Chapter 295, Florida Statute, The City of Satellite Beach is committed to providing preference to U.S. veterans and spouses of veterans in hiring, promotion, and retention for all qualified positions as prescribed by the chapter.  
The City of Satellite Beach is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status, or any other category protected by federal, state or local law.*