

## Financial Reporting Coordinator

This is responsible professional and supervisory work at an advanced level involving all aspects of internal and external financial reporting, including the coordination and preparation of the Comprehensive Annual Financial Report (CAFR) with all schedules and disclosures as required from GFOA's Certificate of Achievement for Excellence in Financial Reporting program. Work includes supervising staff assignments including the selection, placement, promotion, safety, appraisal, training and discipline of assigned staff; participating in highly technical and complex accounting and financial reporting; coordinating and reconciling accounts across various city departments and operations; generating quarterly and annual financial reports; and coordinating internal and external auditors and audit related requirements. Work requires the ability to function competently with considerable independence; the ability to plan, schedule and meet deadlines; and focused attention to detail, efficiency and accuracy.

**Salary: \$61,979 - \$100,301**

**Close Date: 05-12-2017 (4:00 PM DST)**

**Essential Qualifications:** Applicants must possess, at the time of appointment to the position, and continue to maintain a valid State of Florida Driver's License; must have graduated from an accredited four-year college or university with major course work in accounting or a related field; must have advanced skill in the use of a computer and software such as Microsoft Office Word and Excel, and email; must have three or more years of experience preparing and/or auditing the Comprehensive Annual Financial report for a similar municipal or similar other local government; must have three or more years of successful experience supervising professional staff; and must be able to clearly and concisely communicate and articulate, verbally and in writing, proper financial reports, disclosures, and financial management procedures.

**Desirable Qualifications:** Preferred applicants possess a Master's degree in a related field; have achieved designation as a CPA; have extensive knowledge of audit related functions and procedures and generally accepted accounting principles (GAAP) as applicable to a municipal government including extensive knowledge of GASB statements and interpretations; have advanced knowledge of computerized accounting applications including Oracle and financial report generation software; and are able to apply professional accounting principles, knowledge and skills to the maintenance of proper financial records, reports, and disclosures.

### **IMPORTANT APPLICATION INSTRUCTIONS**

For purposes of employment, re-employment, promotion, transfer or demotion, the most qualified applicants will be selected to continue in the hiring process. At this point, any prior criminal records will be verified. A prior criminal record will not necessarily disqualify a selected applicant from employment.

The City of St. Petersburg is committed to a Drug Free Workplace and compliance with the Department of Transportation (DT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

Apply online at [www.stpete.org/jobs](http://www.stpete.org/jobs) - Select Current Vacancies Online. City employees must use the Current City Employee link or use a City computer to access iRecruitment Employee Candidate. **The City of St. Petersburg is committed to affirmative action and equal opportunity employment, and encourages individuals with disabilities and veterans to apply for posted positions. In accordance with Chapter 295 of the Florida Statutes, qualified servicemembers/veterans and the spouses/family members of certain servicemembers/veterans receive preference/priority in employment. Eligible applicants are responsible to apply for Veterans' Preference at the time of submission of any job application.**