

Senior Accountant – Town of Kenneth City (Part-Time)

Salary Range: \$20.00/Hour; DOQ & Schedule

5-20 Hours/Week – Flexible Schedule

Closing: Open Until Filled

JOB SUMMARY:

The Senior Accountant should possess solid communication, technology, organizational and analytical skills. This position reports directly to the Town Manager and is responsible for providing advanced professional and administrative accounting and financial analysis. Responsibility involves the application of professional fund/governmental accounting principles, practices, and techniques. Responsibilities include the preparation of complex financial reports and statements and various accounting transactions. Work is performed with considerable independence under administrative direction, with the ideal candidate being able to set their own schedule and/or telecommute.

ESSENTIAL FUNCTIONS:

- Performs both routine and unique accounting, auditing, and financial functions.
- Provide accounting services to all departments.
- Respond to internal and external requests for financial information.
- Reconciles and prepares daily cash deposits.
- Balances and monitors the general ledger on a monthly basis; reviews internally generated reports for accuracy and problems and troubleshoots differences.
- Supports the month-end closeout process.
- Prepares journal entries to correct or reclassify financial activity and ensure compliance with general accepted accounting practices; performs various general ledger reconciliations.
- Provides input to Town administrative team on technical accounting issues, financial control matters and policy compliance.
- Assist in the development and oversight of all internal accounting procedures, controls, and policy, and in ensuring compliance with budgetary laws & policy, generally accepted accounting principles, and applicable regulatory standards.
- Performs monthly and annual financial reporting requirements to include: journal entries, review of general ledger accounts, reconciliation of balance sheet accounts, and prepares financial statements
- Assist the Town Manager and Town Clerk in financial reporting to the Board and all federal and state agencies.
- Assist in facilitating the annual financial audit performed by the Town's independent auditor.
- Assist and administer the pre-audit and disbursement of all Town funds to ensure all expenditures are legal, budgeted, and in compliance with county purchasing policies and procedures.
- Assist the pre-audit, disbursement and reporting of payroll for all Town employees.
- Pre-audit and properly record all revenues of the Town, including taxes, grant funds, charges for services and other sources.
- Screening provided documentation for additions, deletions, and transfers of capital and non-capital equipment to make sure it is sufficient per policy.
- Enter asset additions, deletions, and transfers of capital and non-capital equipment.
- Administer and troubleshoot issues with the computer based accounting system.
- Assists in putting together procedural manuals for various operations in Finance.
- Perform other duties as assigned by Town Manager or Town Clerk (These job functions are not to be construed as a complete statement of all duties performed).

MINIMUM QUALIFICATIONS:

Bachelor's degree from a four-year college or university with major course work in accounting or finance. Experience in governmental accounting/auditing preferred. Specific experience demonstrably developing necessary job skills may be given additional weighting with regard to other requirements.

At least 5 years of professional accounting or auditing experience; governmental agency experience preferred. Experience with Tyler Fund Balance or Munis financial software, banking, cash management and receipting experience preferred.

REQUIRED JOB SKILLS:

- Familiarity with FL Uniform Chart of Accounts
- Familiarity with GASB 34
- Knowledge of general and governmental accounting practices and principles
- Strong computer skills with an understanding of accounting software, proficiency in Microsoft Word and Excel
- Ability to pay close attention to details
- Excellent mathematical and problem-solving abilities
- Ability to operate standard office equipment, including personal computers, word processing, and comfort with inputting large amounts of data entry
- Positive, professional work ethic, attitude and appearance
- Self-starter and independent
- Ability to work with minimal supervision, and recognize and establish work priorities
- Ability to understand written and verbal English directives

Licenses and Certifications:

Certified Public Accountant (preferably in the State of Florida, but at a minimum be eligible for reciprocity) and/or Certified Government Finance Officer preferred.

Possession of or ability to obtain a Florida Driver License upon offer of employment.

All employment offers are contingent upon the job candidates successfully passing a background and reference check, post job offer physical (that may include pulmonary testing), nicotine screening and drug screening. All applicants are subject to physical assessments as required by job.

TO APPLY: All interested and qualified applicants must submit a completed Town of Kenneth City employment application and resume to Cindy McCarthy, Town Clerk at mccarthyc@kennethcityfl.org. An application may be obtained by visiting the Town of Kenneth City website at www.kennethcityfl.org. Employment is considered conditional until drug screening and background checks are completed. We are an Equal Opportunity Employer.