



**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**  
invites applications for the position of:

# Accountant

## Job Summary:

The Southwest Florida Water Management District (District), a leader in protecting Florida's water resources, is seeking an Accountant in support of the Finance Bureau. This position will assist the accounting staff and interfaces and coordinates accounting activities with other Bureaus. The successful candidate will conduct special studies and develop or recommend accounting methods and procedures while interpreting various rules and regulations. This position will also participate in the District's cash management function, assist with the preparation for external audits, and assists with the preparation of the District's comprehensive annual financial report (CAFR). Participates in District emergency management activities, departmental projects, handles special projects and performs other duties as needed.

***Accepting applications until November 6, 2017 at 9:00 am (extended from October 30, 2017 at 9:00 am)***

Compensation: Minimum annual rate \$45,219.20

## Essential Functions:

Prepare invoices for other governmental units and review the billing requirements and underlying expenditures for accuracy, allow-ability and reasonableness

Record the related accounts receivable for various Federal, State, Local agreements, grants and trust fund arrangements

Reconcile multiple District bank accounts monthly

Investigate and correct discrepancies and reconcile multiple general ledger accounts on a regular basis

Audit petty cash funds at all locations and develop and maintain the District's equipment/vehicle rental rates

Performs month-end and year-end procedures for financial close-outs; assists in annual audits; and the preparation of financial statements

Work on special projects as they arise and provide coverage to other accounting positions as needed

## Working Conditions:

This position is typically scheduled to work 40 hours per week Monday to Friday out of the Brooksville, FL office.

Employee works in a standard office environment. Occasional travel usually during the workday is required. Performs continuous repetitive tasks (to include keyboarding) with one or both hands. Occasionally lifts and carries objects up to 10 pounds. Occasionally requires bending and reaching above

shoulder level. May spend time out in the field in remote areas. Possible travel to other offices. Occasionally required to drive automotive vehicle for 2 hours or more at a time.

**HOW TO APPLY:**

Please visit [www.watermatters.org/careers](http://www.watermatters.org/careers) for a more detailed job posting, as well as information on the Benefits offered by the District. Applications are submitted online through the District's Careers page.