



CITY OF ST. PETERSBURG, FLORIDA
An Affirmative Action/Equal Opportunity Employer
JOB ANNOUNCEMENT

POSITION – IRC40772

Accountant I

DEPARTMENT

Finance

CLOSE DATE

12-06-2017 (4:00 PM EST)

SALARY

\$39,684 - \$65,827

DESCRIPTION This is professional accounting work in the City's Finance Department, involving primarily routine operational and transactional account functions; the preparation, analysis, maintenance, reconciliation and verification of financial, payroll, accounts payable and treasury records; posting and balancing accounts; reviewing invoices for accuracy; reconciling accounts; preparing payrolls, trial balances and special reports; maintaining revenue account controls for assigned municipal activities; pre-auditing petty cash accounts; assisting higher level accountants with the more complex accounting functions and problems; and assisting in the preparation of year-end closing adjustments. Work also requires independent judgment on technical accounting problems; strong organizational and problem solving skills; and keen attention to policies, procedures and details. Of particular importance will be the technical ability to utilize, test, and document automated financial accounting software and workflow technology in accounts payable and other systems.

JOB REQUIREMENTS **Essential Qualifications:** Qualified applicants must have graduated from an accredited four year college or university with major course work in accounting – **or** – must demonstrate the ability to complete the four-year degree program within six months of appointment to the position; must possess, at the time of application, and continue to maintain a valid State of Florida Driver's License; must have excellent computer skills, including at least an intermediate skill level in the use of Microsoft Word and Excel; must be able to communicate clearly and concisely, orally and in writing; and must be able to accurately perform detail work involving written or numeric data and to make mathematical calculations rapidly and accurately. **Desirable Qualifications:** Preferred applicants have computer skills in an Oracle environment; have some knowledge of accounts payable and accounting principles and procedures as applied to municipal accounting and relating to the methods and procedures used in the preparation of journal and ledger entries and final balances; have some knowledge of applicable laws, regulations, procedures and processes governing the receipt and expenditure of municipal monies; have skill in analyzing financial data for trends or variances and to document information for the preparation of regular and special financial and budget reports; and are able to competently apply professional accounting principles, knowledge and skills to the maintenance of fiscal and accounting records.

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 (DOT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

HOW TO APPLY Apply online at www.stpete.org/jobs - Select *Apply for Jobs/Register/View Job Postings*. 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.**