

St Johns River Water Management District

<http://www.sjrwmd.com/jobs/>

IRC18343

Division/Department: Office of Financial Services

Job Title: Financial Accountant

Location: PALATKA

Job Summary

This is professional work responsible for accurate and timely preparation of all financial statements and reports, general ledger postings, and various financial functions. This position reviews and assists with all areas of the accounting office including payroll, fixed assets, grants, accounts receivable and payable, reporting, audit and compliance. Adheres to all required financial compliance and auditing regulations pertaining to governance, GASB, and GAAP.

Job duties to include:

- Prepares monthly GAAP financial reports and other related documents of a complex nature; assists in the preparation of the Comprehensive Annual Financial Report and the Popular Annual Financial Report; Reviews grants compliance and reporting with the Florida Single Audit and OMB Circular A-133; Assists with the external financial GAAS audit by preparing detailed schedules, analysis and supporting documentation for auditors.
- Serves as back-up to the Director for the Investment program, reconciliation of cash and investments, unclaimed property filings, encumbrance recordings and electronic permit refunds.
- Assists specialized units involved in GAAP accounting and auditing functions; interprets and implements GASB standards and assists staff accordingly.
- Assists in the development and implementation of systems of accounting and budgetary controls; issues and enforces procedures relative to internal control; interprets financial data and prepares recommendations. Reviews and approves invoices for payment.
- Performs review, audit and approval of complex accounting entries related to grants, fixed assets, unclaimed property, land, unearned revenue, accounts receivable, accrued accounts receivable, accounts payable, banking, investments, and other month end/year end reporting. Prepares and records general ledger and other journal entries as required.
- Prepares and records journal entries and reports for payroll.
- Coordinates between financial management and various divisions to ensure that all financially related District policies are followed. Serves as liaison between Financial Management and Information Technology related to financial statement reporting, fixed asset accounting, grants and other areas as assigned.

Position Description

Minimum Qualifications

A bachelor's degree from an accredited college or university in accounting, finance, business or public administration and four years of professional financial experience; or

A master's degree in business administration and three years of professional financial experience.

CPA or CGFO is preferred.

Additional Details

Base salary: \$57,678.40

Starting salary commensurate with selected candidate's competencies and qualifications.

Your application will receive careful consideration and, if selected for an interview, you will be contacted to schedule an appointment. St. Johns River Water Management District participates in E-Verify. E-Verify is an internet based system that allows businesses to determine the eligibility of their employees to work in the United States.

Equal Employment Opportunity/Veterans' Preference/Drug-Free and Tobacco-Free Workplace

Last Date to Apply: 10/17/2017