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| <b>Job Title:</b>  | <b>Accountant</b>   |   |                   |
| <b>Department/Group:</b>   | Finance Department  | <b>Supervisor:</b>  | Finance Director  |
| <b>Location:</b>   | Madeira Beach City Hall<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |   |                   |
| <b>Level/Salary Range:</b>   | \$51,110 to \$76,665 yr.<br>DOQ   | <b>Position Type:</b>   | Full-Time         |
| <b>HR Contact:</b>   |   | <b>Date Posted:</b>   |                   |
| <b>External Posting URL:</b>   | www.madeirabeachfl.gov  | <b>Posting Expires:</b>   | Open until filled |
| <b>Applications Accepted By:</b>   |   |   |                   |
| <b>FAX OR E-MAIL:</b> (727) 399-1131<br><a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a><br><b>Subject Line:</b> Accountant<br><b>Attention:</b> Human Resources – Recruiting  |   | <b>MAIL:</b><br>City of Madeira Beach<br>300 Municipal Drive<br>Madeira Beach, FL 33708 |                   |
| <b>Job Description</b>   |   |   |                   |
| <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Under the limited direction of the Finance Director, the Accountant maintains financial records of the City through year-end closing.</p> <ul style="list-style-type: none"> <li>• Maintaining all financial records of the City through year-end closing as well as monthly financial statements and other periodic management information reports as requested.</li> <li>• Receiving and recording cash paid to the City.</li> <li>• Reviewing, coding, and preparing invoices for payment in a timely manner, avoiding late charges, taking all available discounts and ensures payments are charged to the appropriate accounts.</li> <li>• Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.</li> <li>• Performs general cost accounting and other related duties in the accounting department.</li> <li>• Prepares periodic (monthly) balance sheets, income statements, and profit and loss statements.</li> <li>• Maintaining general ledger accounts and preparing journal entries.</li> <li>• Maintaining computer system and software and interfacing with software provider and system consultant.</li> <li>• Maintaining current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.</li> <li>• Perform other duties as assigned by the Finance Director.</li> </ul> |   |   |                   |



### ***QUALIFICATIONS AND EDUCATION REQUIREMENTS***

Knowledge and experience are needed for this position. Experience in municipal/government setting preferred. A Bachelor's degree in Accounting is the minimum formal education required for this position. CPA and/or Certified Government Finance Officer preferred.

### ***REQUIRED SKILLS/ABILITIES:***

- Extensive knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.

### ***PHYSICAL REQUIREMENTS:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

### ***ADA COMPLIANCE:***

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

### ***AA/EOE/DFWP***

Submit completed application for employment to: Human Resources Coordinator  
300 Municipal Dr. Madeira Beach, FL 33708 or [humanresources@madeirabeach.com](mailto:humanresources@madeirabeach.com)

Reviewed by:

Date:



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|------------------------|--|-------|--|
| Approved by:           |  | Date: |  |
| City Manager Approval: |  | Date: |  |