



<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 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$51,110 to \$76,665 yr. DOQ	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	humanresources @madeirabeachfl.gov	<b>Date Posted:</b>	January 15, 2021
<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 <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a> <b>Subject Line:</b> Accountant <b>Attention:</b> Human Resources – Recruiting		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <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.

Reviewed by:		Date:	
Approved by:		Date:	
City Manager Approval:		Date:	