

CITY OF WAUCHULA

Position Summary:

A skilled accounting position responsible for maintaining the general ledger and cash balances for all daily transactions that affect the City's financial activities and well-being.

Essential Duties and Responsibilities include the following. Other duties may be assigned dictated by operational necessity.

- Verifies daily reports for cash collections deposit.
- Analyzes expenditures, revenue, general ledger, budget, and other reports.
- Reviews transactions for propriety and proper allocation.
- Ascertains compliance with the City's established laws, procedures, and policies of an accounting, financial, and administrative control nature.
- Prepares, reviews, and verifies journal entries.
- Reconciles all due to, due from accounts.
- Transfer funds as necessary to meet transactions throughout the month, and reconciles Payroll Fund account.
- Prepare sales tax and gross receipt tax returns monthly, and prepare semi-annual FPSC reports.
- Prepare and run monthly council budget reports and those reports required for files each month.
- Work closely with outside auditing agency and review all auditors' entries for year-end.
- Run necessary fiscal year-end financial reports for permanent records.
- Reconciles all liability/ suspense accounts in the general ledger.
- Assists in implementation and control of the City budget.
- Assists in developing forms, controls, systems, and procedures to promote more effective and efficient operations.
- Prepare unclaimed/ abandoned property reporting annually.

Minimum Qualifications: To perform this job successfully, individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Knowledge, Skills, and Abilities

- Knowledge of modern office practices and procedures.
- Knowledge of principles of office management and record keeping.
- Knowledge of responsibilities and nature of confidential secretarial work.
- Knowledge of the principles of bookkeeping and generally accepted accounting practices.
- Knowledge of how to operate general office equipment, including multi-line telephone, computer, fax machine, copier, printers, calculators, etc.
- Considerable knowledge of fiscal and administrative control principles and financial analysis principles.
- Ability to prepare accurate and timely financial and special reports and analyses.
- Ability to establish and maintain effective working relationships with other employees, officials, and the general public.
- Skill in the application of modern secretarial techniques and practices, such as typing, computer (pc) operation, and word processing.
- Skill in sound principles in human relations.
- Ability to analyze problems, detects errors, and determines corrective counter-measures.
- Ability to bring intense focus and attention to detail on tasks at hand.
- Ability to elicit information necessary for proper resolution of problems
- Ability to assess people and situations and use judgment in decision-making.
- Technical ability in using financial and business software in the performance of daily responsibilities.
- Works well independently.

Education/Experience:

- High school graduation or possession of an acceptable equivalency diploma.
- Coursework in typing and other secretarial subjects.
- Coursework in accounting and/or bookkeeping.
- Possession of an AA degree with 3 to 4 years of accounting experience; preferably in government or BA degree in accounting.

Certificates and Licenses:

Must be in possession of a valid Florida Driver License or the ability to obtain one.

Supervisory Responsibilities:

None.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit
- Regularly required to talk or hear.
- Frequently required to use hands to finger, handle, or feel and reach with hands and arms.
- Frequently required to stand and walk
- Occasionally required to stoop and kneel.
- Occasionally required to lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.

**Direct all employment inquiries to:
Human Resources Director
126 S 7th Ave
Wauchula, FL 33873**

The City of Wauchula complies with EEO, ADA, FMLA, and other applicable employment laws in its hiring and employment practices.