

JOB NOTICE

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

Accounts Payable

Please submit an application to the City of Port St. Joe, Attn: Carrie Fodge, PO Box 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website at www.cityofportstjoe.com. If you have any questions, please contact Carrie Fodge at (850) 229-8261. The salary range for the Accounts Payable position is \$20.16 to \$29.64 per hour. Starting salary will be based on qualifications. The position will remain open until filled.

The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer, and a Drug Free Workplace.

ACCOUNTS PAYABLE

This is an advanced accounting and financial record keeping position. An employee in this position is responsible for maintaining and verifying diverse financial records and accounts and for exercising independent judgment in solving most problems that arise in the area of their assigned work.

EXAMPLES OF WORK (May not include all of the duties performed.)

- Performs varied and responsible financial accounting duties in maintaining all accounts of the City.
- Maintains files and cross indexes to update and determine status of accounts.
- Balances cash receipts and disbursements on a daily basis.
- Prepares post audit work papers for auditors.
- Prepares budget worksheets.
- Bills customers for operational revenue on a monthly basis.
- Maintains records of grant expenditures and invoices for reimbursements.
- Maintains expenditure records; posts entries from supporting records; balances against records and prepares necessary reports.
- Maintains City's asset records and depreciation schedules.
- Maintains General ledger and all sub-ledgers in accounting system.
- Prepares bank reconciliations in a timely manner.
- Prepares monthly, quarterly and annual reports showing encumbrances and expenditures for each fund on a comparative basis.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices and methods of financial record keeping in accordance with Governmental Accounting.
- Considerable knowledge of general accounting principles and practices.
- Considerable knowledge of business English and mathematics.
- Working knowledge of laws, rules and regulations relating to the financial records of a municipal government.
- Working knowledge of standard office practices, procedures, computer equipment and "MUNIS" accounting system.
- Ability to record information accurately.
- Ability to prepare accurate and complete financial statements.
- Ability to review financial transaction records for accuracy, in conformance with standard accounting practices.
- The ability to establish complex financial records keeping systems and properly close system at the end of the year.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to process fiscal transactions with speed and accuracy.

EDUCATION AND EXPERIENCE

- Graduation from college with a degree in accounting supplemented by course work in governmental accounting.
- Five years experience in governmental financial record keeping or an equivalent combination of training and experience, which provides the required knowledge, skills and abilities.