

**DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No. 243-1

Title of Position Financial Accountant

Vacancy exists in the Finance/Treasury Department

Salary Range \$60,000 - \$70,000 per year

Date Posted August 30, 2016

Deadline for Applying September 7, 2016

Remarks This is a Classified/Exempt Position

Examination Weight: 100% Education & Experience

Statement of Duties Under the general supervision of the City Treasurer and City Financial Systems Controller will perform a wide range of professional accounting work. Duties include the following; preparing and entering journal entries; reconciling bank and fund ledger accounts; preparing state monthly reports calculating sales tax and others; preparing and processing wire transfers and internal account transfers; preparing a variety of financial statements; assisting with the preparation of the City's Comprehensive Annual Financial Report (CAFR); interfacing with independent auditors; assisting in the preparation of the City's budget; providing financial information to other City departments and assisting with information requests; assisting in the payroll and accounts payable check generation process; providing back up assistance for title redemptions; and performing other accounting and departmental related work as required.

Education & Experience Applicant must have gained education through graduation from a four-year college or university with major courses in Accounting or related field supplemented with at least five years of accounting experience within a government or public sector agency or the equivalent of education and experience. Applicant should be a self-starter, with strong accounting, organizational, and excellent verbal and written communication skills. Applicant should have knowledge of database software; spreadsheet software and word processing software, such as Microsoft Excel, Access and Word; a working knowledge of MUNIS is helpful. Ability to demonstrate knowledge of general accepted accounting principles and practices.

T.D.D.: 739-9150 Telecommunications for the Deaf

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