



JOB OPENING

Accountant

Salary Range: \$40,000 - \$50,000
Closing Date: Open Until Filled
Reports to: Controller

Full-Time, Exemp

Summary

The Town of Miami Lakes is accepting applications for an experienced Accountant. The Accountant performs routine accounting work involving the processing and maintenance of financial records and reports, according to the generally accepted accounting principles, established procedures, departmental guidelines, and regulatory requirements which are applicable to the work.

Essential Duties:

- Support accounts payable function, processing and logistics.
- Analyses and prepares daily cash receipts and reports.
- Analysis and recording of journal entries regarding cash receipts, adjustments, CC transactions and general entries.
- Reconcile merchant accounts with GL, verify the integrity of the transactions and ensure that procedures are followed.
- Analyze and process planning department cost recovery transactions.
- Update website with latest financial statistics.
- Timely preparation of revenue analysis.
- Analysis and preparation of bank reconciliations.
- Helps with sundry account analysis and journal entries.
- Prepares and processes bi-weekly payroll using our ADP software and gateway.
- Maintains an electronic and physical filing system for all position documents.
- Aids with independent audit requests including the statistical section.
- Support Controller and CFO with special projects and/or requests.
- Prepares various monthly and quarterly reports.
- Performs related work as required.

Knowledge, Skills and Abilities

- Excellent knowledge of Microsoft Excel and Outlook.
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects in an efficient and professional manner.
- Ability to plan, organize and perform work independently.
- Competent knowledge of Microsoft Word.
- Understanding of ERP systems, preferably Munis software.
- Ability to establish and maintain effective working relationships with coworkers, vendors and the general public.



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Minimum Requirements:

- A bachelor's degree in Accounting.
- 3 -5 years of general accounting experience.
- Local government experience a plus but NOT necessary.

Knowledge of business English, spelling and arithmetic

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 01/15/18