



CITY OF BOCA RATON
invites applications for the position of:
Accountant I

SALARY: \$21.88 - \$36.56 Hourly

OPENING DATE: 06/26/17

CLOSING DATE: 07/07/17 05:00 PM

JOB DESCRIPTION:

GENERAL DEFINITION OF WORK:

Performs intermediate professional work involving a variety of accounting tasks, maintaining records and preparing complex financial reports; does related work as required. Work is performed under regular supervision.

TYPICAL FUNCTIONS:

Reviews various daily and monthly reports that support differences between the City's deposits and bank's records;
Reconciles City's bank accounts;
Records investment transactions;
Prepares financial statement entries that include recurring allocations and correcting adjustments;
Prepares a variety of financial schedules, reconciliations and analyses;
Prepares remittances to various agencies;
Prepares detailed and complex schedules, work papers, adjustments and various note disclosures for the City's comprehensive annual audit and the City's annual financial reports.

RELATED TASKS:

Assists in preparing cash forecast;
Assists in investing idle funds;
Assists in processing the accounting for fixed assets;
Maintains professional and technical knowledge by attending and participating in educational seminars, webinars, conferences and reviewing related professional publications;
Performs related tasks as required by management.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of the theory, principles, methods, and practices of accounting; general knowledge of the laws, ordinances, and regulations governing municipal financial matters; general knowledge of modern office methods, practices, and equipment; ability to prepare, analyze, and evaluate financial systems; ability to establish and maintain effective working relationships with associates; ability to express technical ideas effectively, both orally and in writing. Must have ability to operate a desktop computer and have working knowledge of Microsoft Excel and Word.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university with major course work in Accounting, or closely related field is required. Must have at least six (6) months of documented work experience in Accounting. Certified Public Accountant (CPA) or qualified to sit for the CPA examination per Florida requirements is preferred.

SPECIAL REQUIREMENTS:

Possession of a valid State of Florida Class "E" driver's license with no more than six (6) points in a three (3) year period.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.myboca.us>

Position #01846
ACCOUNTANT I
SL

201 W. Palmetto Park Road
Boca Raton, FL 33432
561-393-7804

Accountant I Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree or higher from an accredited college or university with major coursework in Accounting or a closely related field?
 Yes No

- * 2. How many years of documented work experience do you have in Accounting?
 less than 6 months
 6 months - 2 years
 more than 2 years

- * 3. Are you a Certified Public Accountant (CPA) or eligible to sit for the CPA examination per Florida requirements?
 Yes No

- * 4. Do you possess a valid State of Florida Class "E" driver's license with no more than six (6) points in a three (3) year period?
 Yes No

- * 5. Please describe, in detail, your Accounting experience including any specialty areas. If none, please state N/A. NOTE: "SEE RESUME" will not be considered as a valid response.

- * 6. Do you have any Accounting experience in a government setting?
 Yes No

* Required Question