



# **JOB ANNOUNCEMENT**

City of Treasure Island, Florida

## **FISCAL ANALYST**

<b>DEPARTMENT:</b>	Finance	<b>JOB TYPE:</b>	Full Time, Exempt
<b>SALARY:</b>	\$46,748 - \$70,120/annual	<b>PAY GRADE:</b>	A
<b>VACANCY DATE:</b>	Immediate	<b>CLOSING DATE:</b>	Open Until Filled

### **GENERAL DESCRIPTION**

This position performs and coordinates various complex accounting and fiscal operations. The position is expected to exercise considerable independent professional accounting expertise and judgment in solving problems through the application of City's financial policies and practices. Work is performed under the administrative direction of the Finance Director.

### **ESSENTIAL JOB FUNCTIONS**

- Maintains the accounting records according to established account classifications, subsidiary journals and general ledgers, posts entries to these books from supporting records, and make adjusting entries.
- Assists with the preparation of the City's annual audit and comprehensive annual financial reporting preparation.
- Reconciles balance sheet accounts.
- Maintains Master Equipment list and is responsible for depreciation of fixed assets and preparation of the yearly fixed asset audit schedules.
- Reviews and verifies bi-weekly accounts payable vouchers for proper approval and backup documentation and submittal to bank EFT's and positive pay.
- Performs bank reconciliations for all City's bank accounts.
- Prepares or participates in the preparation of, various monthly and annual reports in compliance with all applicable laws, rules, and regulations.
- Cross-trains in cashiering and cash drawer balancing, accounts payable processing and serves as a secondary back-up for this function.
- Assists the Finance Department in the development and monitoring of the City's annual budget.
- Assists with the procurement processes.
- Assists with the City's parking program coordination.
- Provides excellent customer service to both internal and external customers.
- Performs related work as required or directed.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

## **MINIMUM QUALIFICATIONS**

- Must be eighteen years of age or older.
- Bachelor's Degree in Accounting, or related field.
- Minimum of 2 years of experience (including internships) in governmental accounting principles, procedures, and practices.
- An equivalent combination of education, training, and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to analyze transactions, identify errors, and prepare adjusting journal entries.
- Knowledge of generally accepted accounting principles (GAAP), particularly as applied to governmental accounting and financial reporting.
- Knowledge of or be able to acquire federal, state, and local regulations through their own research, analysis, and professional training opportunities.
- Knowledge of or be able to acquire knowledge of Florida local governmental budgeting through their own research, analysis, and professional training opportunities.
- Ability to communicate effectively verbally and in writing.
- Strong computer skills enabling the ability to continuously learn new software and programs as required.
- Strong Microsoft Office skills to create spreadsheets, reports and/or presentations.

## **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Valid Florida Driver's License.

## **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer as well as operate other standard office equipment.

## **ENVIRONMENTAL CONDITIONS**

Work is performed primarily in an office environment with moderate noise levels and is occasionally subject to outside environmental conditions.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*