



Job Title:	Fiscal Analyst		
Department/Group:	Marina/Public Works	Supervisor:	Accounting Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$45,000 Annual, DOQ	Position Type:	Full Time
HR Contact:	Human Resources	Date Posted:	May 3, 2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: TBD Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>Professional and technical accounting work of a highly responsible nature in the operation and direction of the municipal accounting system; performed under general direction of the Accounting Manager in the Finance Department.</p> <p>An employee in this class exercises independent judgment in the performance of professional accounting work which requires the application of governmental fund accounting principles, concepts, and practices to a wide variety of technically complex issues. Employee receives general direction concerning the objectives and operations of the overall accounting program from the Accounting Manager.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>Applies principles of governmental accounting to the evaluation, selection, modification, installation, maintenance, and operation of municipal accounting systems as may be required to assure appropriate records of financial transactions of the City. Directly supervises maintenance of records of such activities. Prepares and files annual and interim financial reports to management, other government agencies, and interested parties. Assists in the development, installation, and maintenance of internal control procedures which provide continuing surveillance of expenditure and receipt transactions in all municipal activities. Interprets accounts, reports, and records to management as required. Scrutinizes records, transactions, entries, and statements for propriety and accuracy. Assures that various regulatory reports and associated tax payments are filed timely and accurately. Performs related tasks as assigned.</p> <p>MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Graduation from a four-year college or university with a Bachelor's Degree in Accounting or Finance. Any equivalent combination of education, training, and experience. Highly responsible professional accounting and administrative work managing the activities of Enterprise Funds. An employee in this class is responsible for the accounting activities of a diversified and complex accounting system which includes accounts payable, internal/external audit coordination, procedures and cost analysis, and procurement. Duties include analyzing accounting functions to determine their legality, propriety and effectiveness.</p>			



PREFERRED SKILLS

Four (4) years of professional accounting experience, at least two (2) of which must have been in responsible governmental accounting or auditing. Years of education may be substituted for years of experience.

KNOWLEDGE, SKILLS, ABILITIES:

- Thorough knowledge of governmental fund accounting principles and practices and of governmental financial operations.
- Considerable knowledge of modern office management practices, procedures, and equipment.
- Knowledge of the application of data processing to accounting systems and uses.
- Knowledge of the pervasive influence of law on governmental accounting.
- Ability to establish and maintain effective relationships with others and to supervise and direct clerical and professional subordinate personnel in a manner conducive to full performance and high morale
- Ability to prepare and analyze statements showing financial condition and the financial results of operations.
- Ability to use Excel, Word, Internet Explorer, and Microsoft Office application (email, calendar, etc).
- Able to spend considerable amount of time bending, stooping, kneeling, climbing, reaching, grasping g, lifting, pushing, pulling.
- Regularly spend a good amount of time sitting, standing, hearing, talking, repeated hand movements using a computer, with sometime spent working sometimes in averse weather condition her, cold, etc.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	