
Town of Fort Myers Beach Job Description

Position: Director
Department: Finance

POSITION SUMMARY

Plans, organizes and directs the Town's Finance Office including financial planning; financial operations (banking, accounting, financial reporting, payroll and procurement); risk management; and facility planning. Administers and manages the health insurance plan and retirement plan. Provides recommendations to the Town Manager for strategic direction of fiscal policy matters to maintain and enhance the financial health of the Town and works under the direct supervision of the Town Manager.

ESSENTIAL JOB FUNCTIONS

- Directs the maintenance and operation of the general accounting system of the Town and its departments, offices and agencies.
- Keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties.
- Establishes and maintains procedures and internal controls over municipal revenues and expenditures in all departments and offices of the Town.
- Performs all municipal functions and duties relating to the preparation, auditing, presenting and disbursement of claims and demands against the Town, including payroll.
- Manages or prescribes and requires the maintenance of contracts and/or inter-local agreements for auditing, accounting, consulting, investment, insurance etc.
- Assists the Town Manager in the preparation and administration of the annual budget.
- Assists the Town Manager in developing fiscal policy within Town Hall; recommends Town-wide financial policies.
- Prepares and presents to the Town Council, through the Town Manager, a monthly statement and report of the financial condition of the Town and other required financial reports.
- Recommends policies for and monitors all investment activities for the Town's portfolio.
- Supervises the central collecting agency (water utility, central parking, refuse customer service and harborage services) for all monies due the Town.
- Oversees finance system replacement and/or enhancements.
- Oversees, motivates and evaluates Finance staff to help achieve their individual goals, collectively achieve the mission of the office and foster leadership development throughout the finance office.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and team work.
- Presents issues and recommendations on major issues requiring policy direction to the Town Council.
- Keeps informed of new trends, developments, laws and regulations impacting the activities of the Finance Office.
- Establishes and maintains procedures to ensure compliance with laws, regulations, contracts and grant agreements.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager.

(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

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field.
- Three or more years of progressively responsible related experience; experience in a position of comparable scope and size to the Town of Fort Myers Beach is highly desirable.
- Or an equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of governmental accounting and auditing; Considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of principles and practices of municipal finance administration including budget preparation.
- Ability to apply sound administrative and fiscal practices.
- Ability to supervise subordinates effectively.
- Ability to communicate effectively orally and in writing.
- Understanding of the Town's political environment and sensitivities; ability to function effectively within that environment.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed inside in an office environment.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Ability to sit for long periods of time in the operation of a computer.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability) This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Town of Fort Myers Beach Job Description

Position: Senior Accountant
Department: Finance

POSITION SUMMARY

The Senior Accountant performs a variety of complex professional and administrative work. This position assists the Director directing the finance office and by performing a variety of standard accounting functions. Assists in the strategic direction of fiscal policy matters. Work is performed with independent judgement and under the general direction of the Finance Director.

ESSENTIAL JOB FUNCTIONS

- Performs the maintenance operation of the general accounting system for the Town and its departments, offices, and agencies.
- Keeps and maintains or prescribes and requires the keeping and maintaining of inventory records of municipal properties.
- Performs all municipal functions and duties relating to the financial analysis, auditing, and presenting and disbursement of claims and demands against the Town including payroll.
- Verifies and monitors the maintenance of contracts and/or inter-local agreements for auditing, accounting, consulting, investment, insurance, etc.
- Coordinates with the Finance Director monthly statements and reports of the financial condition of the Town and other required financial reports.
- Prepares and reconciles accounts payable and receivable ledgers.
- Processes insurance and taxes for payment; assists with payroll recordkeeping
- Codes checks received for accounts receivable.
- Prepares, post and maintain monthly journal entries.
- Updates files on insurance payments, taxes, fixed assets.
- Assists in budgetary processes and meetings.
- Reconciles and post daily cash from accounts receivable.
- Monitors all water utility debt accounting and projects working closely with the Contracts Manager and Finance Director.
- Coordinates grant administration with departments and monitors payment requests.
- Coordinate, monitor and maintain all donation and petty cash accounts.
- Coordinate with other departments to ensure timely and efficient reporting of all financial activities.
- Perform any other financially related tasks as requested by Finance Director.

(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

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of graduation from an accredited college of university with a concentration in business administration, accounting or related field, with five (5) years of accounting or finance experience. BA/BS Degree in accounting preferred. Experience in Federal, State or local government procurement procedures and related budget requirements. An equivalent combination of training and experience which provides the required knowledge, skills and abilities may be substituted for BA.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Quality knowledge of accounting principles, purchasing procedures, as well as standard office practices. Must be able to learn the uniform accounting system of the Florida Department of Banking and Finance; compile meaningful and informative special and regular financial statements and analyze varied statistical data, records and reports. Computer skills should include use of MS Word, Office Professional and Excel. Must possess good oral and written communication skills. Must be self-motivated and detail-oriented and possess good decision-making skills. Must be physically capable to perform essential functions as required
- Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisor, other agencies and the public.
- Valid Florida driver's license.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is primarily in an office environment.
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
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Town of Fort Myers Beach Job Description

Position: Accounts Payable Specialist
Department: Finance

POSITION SUMMARY:

Under the general supervision of the Finance Director, performs accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. Assists Finance staff with audit preparations, grants and miscellaneous projects as assigned.

ESSENTIAL JOB FUNCTIONS:

Codes such items as invoices, vouchers, expense reports, check requests, etc., with correct codes conforming to standard procedures to ensure proper entry into the financial system.

Handles all vendor correspondence via phone or email

Prepares non-inventory purchase order requisitions.

Attaches the corresponding purchase orders to incoming invoices with all supporting documentation.

Investigates and resolves problems associated with processing of invoices and purchase orders.

Prepares batch check runs and electronic funds transfers.

Assists with monthly status reports, and monthly closings.

Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.

Process remittance information from checks, drafts and wire transfers for invoices provided by vendors, reviewing instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures.

Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.

Files, maintains, and distributes accounting documents, records and reports.

Performs other duties as required to support the Finance Department and processing of accounts payable transactions

MINIMUM QUALIFICATIONS:

A high school diploma and 3-4 years accounts payable or general accounting experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent written and verbal communication skills
- Strong organizational skills; must be detail oriented
- Ability to multi-task
- Open to change and willing to learn new skills
- Ability to follow up on pending issues
- Ability to meet deadlines

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:

- Work is performed inside in an office environment.
- Ability of communicate effectively both orally and in writing.
- Ability to use computer for extended periods of time.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Work may require periodic exposure to adverse environmental conditions.

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Town of Fort Myers Beach Job Description

Position: Financial/HR Generalist
Department: Finance

POSITION SUMMARY

The work involves checking/matching/researching data and verifying accuracy of accounting documents in order to process, record, balance and/or reconcile transactions, data and/or input/output in accordance with established internal guidelines, procedures and practices. Processes employee payroll. Performs general Human Resources functions and miscellaneous duties as assigned by Finance Director and Town Manager. Works under the direct supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS

- Enters pre-reviewed data in accounting system to process transactions relative to assigned accounting support function in a timely, comprehensive and error-free manner.
- Updates data by executing appropriate corrections, additions and deletions.
- Balances and/or reconciles transactions, accounts and or data entry in accordance with standard practices.
- Processes work in a manner resulting in a complete and evident audit trail.
- Prepares comprehensive and accurate documentation of transactions and adjustments; maintains files in a timely and complete manner and ensures that reference materials are maintained in a timely and comprehensive manner to forestall the application or dissemination of inaccurate information.
- Maintains positive vendor relationships by providing prompt and appropriate responses to inquiries/issues/concerns; follows through with respect to commitments and corrections; provides customer with confirmation of actions taken; refers matters outside personal scope of authority to appropriate individual.
- Performs accounts receivable and payroll functions.
- Process new hire paperwork and insurance enrollment.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager and/or the Finance Director.

(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

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited four-year college or university with a Bachelor's degree in accounting, business administration, finance or any related field or an equivalent combination of education, training and experience. Two (2) years of combined work. Possession of a valid Florida Class "E" Driver's License with an acceptable driving record is required preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager and/or the Finance Director
- Knowledge of basic state and/or local regulations affecting the assigned accounting function
- Knowledge of modern office procedures, practices, equipment, software
- Knowledge of payroll rules and regulations
- Good oral and written communication skills

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed inside in an office environment with occasional work outside.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

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