



**The Town of Kenneth City Invites Applications for  
the Position of:**

**Finance/Accounting Specialist**

**Salary:** \$41,330 to \$61,996 Annually, DOQ

**Opening Date:** May 12, 2022

**Closing Date:** Open until filled

**General Description of Duties**

Performs intermediate paraprofessional work with emphasis in preparing, maintaining and interpreting a variety of financial reports and accounting records, with routine work in accounts payable and receipt; Performs human resources generalist and duplicative duties in absence of the Town Clerk. Performs related work as required.

Work is performed under regular to limited supervision by the Town Manager or Town Clerk, and is evaluated through observation, conferences, and the quality and effectiveness of work completed. Reports to Town Manager.

**Examples of Essential Job Functions**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.*

Reviews, monitors and processes a variety of fiscal transactions using a variety of software and accounting packages. Post all income and expense transactions into accounting software. Reconcile all bank and investment accounts. Provide monthly financial statements to management staff. Create presentations to better communicate information to the appropriate audiences. Post payroll and pension transactions into the accounting software. Prepare and file the requisite compliance and regulatory reports, to include American Rescue Plan Act (ARPA), and any state or federal grant submissions. Maintain audit files and assist with annual audit examination, to include corresponding with the auditor. Maintains records. Receives and accounts for cash transactions. Performs billing. Reviews accounts payable transactions for accurate documentation. Assists and advises Staff on purchasing-related functions. Works with Management Staff to develop and monitor budgets. Assists in compiling information pertaining to budgets, accounts, inventories and other financial operations. Enters data onto spreadsheets, ledgers, worksheets and/or other forms (using a variety of software packages). Responds to inquiries; checks accounting transactions to resolve discrepancies. Prepares and maintains 1099 vendor records and tax filing documents. Performs human resources generalist duties including benefits and risk management, meanwhile maintaining a thorough, working knowledge of state and federal employment laws and public sector human resources practices. May support research administration activities such as monitoring grant funding and expenditures. Performs related responsibilities as required.

## **Minimum Training & Experience**

Bachelor's degree in finance, accounting, business or a related field, and a familiarity of local government finance and accounting is preferred, or

Two years college with courses in finance, accounting, human resources or public administration, supplemented by two-years related experience. An equivalent combination of education, training, and/or experience may be considered in lieu of the educational requirements for this position.

Thorough, working knowledge of computers, software and other modern office equipment, including MS Word, Excel, and Publisher is required. Experience in Tyler Technologies' suite of software modules is desirable.

Candidate must be highly motivated and organized, and possess an interest or ability to learn new tasks while being able to interact pleasantly and positively with the general public, vendors, and other employees.

Must possess a valid Florida Driver's License.

Please note: Preference may be given to motivated candidates with 1 to 2 years of municipal finance, accounting, human resources and/or a public administration background with an interest in obtaining a position within a progressive community who, after obtaining 3-5 years of experience, will be poised to advance to a progressively responsible municipal position elsewhere, to ultimately further their overall career objectives.

## **ADA Compliance**

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

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

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