



Senior Accountant

Position Summary,

The Senior Accountant position is responsible for overseeing highly specialized accounting functions essential for maintaining the accuracy, integrity, and timeliness of the Agency's general ledger. This position involves coordinating and leading the ongoing activities, ensuring adherence to Government Accounting Standards Board (GASB), and General Accepted Accounting Principles (GAAP) for recording, analyzing, and summarizing financial transactions.

Required Education & Experience

- Bachelor's degree in accounting, Finance, or closely related field from an accredited university
- A minimum of five 5 years of relevant accounting experience, preferably within the Government Sector
- CPA certification, CGFO certification, or working towards certification is preferred

An equivalent combination of training and experience that provides the required skills, knowledge, and abilities for this position may be considered.

Special Requirements, Licenses and Certifications

- Possession of a valid Florida Driver's License and ability to maintain a safe driving record in order to operate GMX vehicles for business purposes.

Essential Duties

- Reconcile general ledger accounts and prepare work papers with detailed supporting documentation.
- Prepared bank reconciliations and investigated all discrepancies.
- Reconcile revenue to GMX systems internal and CCSS documents.
- Record principal and interest on the general ledger.
- Reconcile and maintain investment trades on the general ledger.
- Reconcile and report on all transactions related to accounts payable, capital transactions from both the operating accounts and work program, monthly sales tax, Purchase card and petty cash.
- Assist with preparation monthly, quarterly, and year-end financial reporting.
- Collaborate with management and external auditors to fulfill their requests.
- Assist in preparing and reviewing year-end Annual Comprehensive Financial Report including the financial statements, Management's Discussion and Analysis (MD&A), Notes to the Financial Statements and other schedules to ensure compliance with General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and other source documents.
- Coordinate the capital assets physical inventory audit.
- Assist with annual budget development and data entry.
- Oversee department budget requests for transfers or contingency release.

- Run budget system reports and provide monthly reporting for internal and external purposes.
- Performs special projects as required.
- Performs mentoring, guidance, and training of other staff as assigned.
- Pose strong organizational skills, with an ability to prioritize tasks and manage time effectively to meet deadlines and objectives.
- Approve invoices in a timely manner in accordance with Florida Statute.
- Ensure the procurement process is followed for all purchases of goods and services
- Support the quality initiative in the department to eliminate waste through continuous improvement in department processes.
- Create an atmosphere that facilitates the Agency's goals and decisions through mutual respect, honesty, and consideration of others.
- Ensure Agency policies are administered in a fair and consistent manner.
- Ensure all policies are administered within ethical and legal standards.

Required Knowledge, Skills & Abilities

- Thorough knowledge of accounting principles including GAAP and GASB, as well as knowledge of applicable local, state, and federal laws, rules and regulations governing governmental accounting.
- Ability to gather, analyze, interpret, summarize, and present complex data in a logical format.
- Ability to exercise independent judgment and initiative in making decisions and recommendations.
- Self-motivated with excellent follow-up skills and strong interpersonal.
- Strong customer service skills, including conflict resolution and problem solving.
- Clear and concise communication skills, both orally and in writing to groups as well as individuals.
- Ability to establish schedules and to complete projects on a timely basis.
- Advanced Microsoft Office Suite skills, including Excel, Word, and PowerPoint. Must be able to prepare PowerPoint presentations for external distribution.
- Experience working with Enterprise Resource Planning Systems, preferably Tyler Technologies: Enterprise ERP (MUNIS).

Working Conditions & Required Physical Abilities

This position is located in a quiet to moderately noisy office environment.

Individuals in this type of position must have the use of sensory skills to effectively communicate with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various office equipment; such as but not limited to personal computers, calculators, copy and fax machines. May involve extended periods seated at a keyboard or workstation. May occasionally involve lifting, carrying, pushing and/or pulling materials and objects weighing up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

Fulltime Exempt

Salary Range: \$80,000 - \$120,000