



JOB OPENING

Accountant

Salary Range: \$47,563 - \$68,880
Closing Date: Open Until Filled
Reports to: Controller

Full-Time, Exempt

Summary

The Town of Miami Lakes is accepting applications for an experienced Accountant. The Accountant performs routine accounting work involving the processing and maintenance of financial records and reports according to the generally accepted accounting principles, established procedures, departmental guidelines, and regulatory requirements which are applicable to the work.

Essential Duties:

- Supports the accounts payable function, processing and logistics.
- Analyzes and prepares daily cash receipts and reports.
- Analysis and recording of journal entries regarding cash receipts, adjustments, credit card transactions and general entries.
- Reconcile merchant accounts with General Ledger, verify the integrity of the transactions and ensure that procedures are followed.
- Analyze and process planning department cost recovery transactions.
- Records fixed asset additions and retirements in the ERP system.
- Timely preparation of revenue analysis.
- Analysis and preparation of bank reconciliations.
- Prepares and processes bi-weekly payroll using ADP Workforce Now platform; prepares the journal entry for posting.
- Maintains an electronic and physical filing system for all position documents.
- Aids with independent audit requests as needed.
- Support Controller and CFO with special projects and/or requests.
- Prepares various monthly and quarterly reports.
- Performs other tasks as required.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, techniques, and legal requirements of bookkeeping, accounting and payroll.
- Knowledge of computer application programs to include Microsoft Excel, Outlook and Word.
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects in an efficient and professional manner.
- Ability to plan, organize and perform work independently.
- Understanding of ERP systems, preferably Munis software.
- Ability to establish and maintain effective working relationships with coworkers, vendors and the general public.
- Knowledge of GAAP and accounting rules is a MUST.
- Strong understanding of accounting theory and rules. Experience with general ledger, trial balance, and balance sheet.
- General understanding of financial statements preferred.



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Minimum Requirements:

- Bachelor's degree with major coursework in Accounting.
- Knowledge of GAAP and accounting rules is a MUST.
- 2-3 years of general accounting experience.
- Local government experience is a plus.
- Knowledge of business English, spelling and arithmetic

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 01/09/2024