



**FINANCE DEPARTMENT  
POSITION AVAILABLE  
August 26, 2010**

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Position Title: ACCOUNTANT II

Closing Date: Open until filled

Annual Salary

Range: \$32,000 - \$61,443 Negotiable - Based on Experience and Qualifications

Description: Conducts pre-audit and post-audit examining; performs account analysis; prepares schedules for annual audits; assists in preparation of comprehensive annual financial reports and budget preparation; conducts necessary audits of work performed by finance clerks; assists finance clerks in solving accounting problems; assists in gathering necessary accounting data for monthly and annually financial reports; prepares various federal/state reports; assists other City departments by providing them with data to monitor departmental budgets; attend meetings or events as required.

Minimum

Qualifications: Bachelor's degree in Business Administration w/accounting major required  
2-5 years of related experience  
Some experience in governmental and/or financial management  
Valid Florida driver's license  
Any combination of training and experience that provides the required knowledge, skills and abilities.

**Must pass drug screen**

**Applications may be obtained from the Personnel Department, or from our web site  
[www.cityofedgewater.org](http://www.cityofedgewater.org)**

**EOE/DFWP/VP**