



**Accountant
Position Available
September 23, 2025**

Position Title:	Accountant
Closing Date:	Open until filled
Annual Salary Range:	\$46,675.20 - \$78,644.80
General Summary:	This position performs complex accounting work according to generally accepted accounting principles, departmental guidelines, and regulatory requirements applicable to the work. Incumbents are expected to work using independent judgment while performing difficult accounting analysis, problem solving, forecasting, budgeting, grants, fixed assets, feasibility studies, internal audit work and varied assignments without detailed instructions. Work is performed under general supervision in accordance with established procedures and reports to the Finance Director
Description:	<p>Prepares and posts monthly journal entries, year-end entries, budget transfers and amendments to certify all general ledger and budget entries are complete and accurate.</p> <p>Performs monthly bank reconciliations for various City bank and investment accounts.</p> <p>Performs treasury functions such as monitoring available cash and investment balances to ensure adequate cash for operations. Routinely reports cash status to the Finance Director.</p> <p>Maintains and reconciles a variety of accounts, projects and funds for general ledger.</p> <p>Maintains and updates schedules for Capital Improvement Projects/Programs, Fixed Assets, related grants and revenues.</p> <p>Ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.</p> <p>Coordinates and reviews contract and grant billings (including FEMA reimbursement activities) and monitors all grant accounts receivables to ensure City receives payments as appropriate.</p> <p>Assists with preparation materials and budget documents for the annual City budget.</p> <p>Assists City departments in analyzing anticipated revenues, expenditures and other relevant data to ensure the development of a balanced budget and distribute the monthly budget to actual reports to each of the departments.</p> <p>Prepares and/or assists in preparation of audit schedules and documents, working closely with the auditors in the preparation of annual financial reports.</p> <p>Maintains the City's long-term debt ensuring timely debt payment and transaction recording. Monitors debt service requirements ensuring adequate available funding for timely payments. Prepares long term debt audit schedules.</p> <p>Provide technical accounting support as required, including assisting staff and other departments in the operations of the City's Finance department.</p> <p>Assists with physical inventories and maintenance of fixed assets records.</p> <p>Prepares, reviews and/or maintains many types of documents required, including various daily, weekly, monthly, quarterly and annual reports.</p> <p>Foster positive employee relations and employee morale on a City-wide basis.</p> <p>May be required to return to work to assist with emergency management preparation, response and/or recovery activities.</p> <p>Performs other related work as required.</p>
Minimum Qualifications:	<p>Bachelor's degree in Accounting or Business Administration required</p> <p>1 - 2 years' experience in governmental accounting and/or financial management preferred</p> <p>Valid Florida driver's license</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p>
<p style="text-align: center;">Applications may be obtained from the Human Resources Department, or from our web site www.cityofedgewater.org Education documents must be submitted at time of application EOE/DFWP/VP</p>	