



CITY of WILDWOOD

JOB POSTING

Applications are **ONLY** accepted for positions that are **currently open**. A separate application must be submitted for each position that you are applying for. Applications are active for ninety (90) days; (6) months for PD.

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

OPEN POSITION: Accountant I
PAY CLASSIFICATION: P1-5
DEPARTMENT: City Clerk/Finance
CLOSING DATE: Open Until Filled

This is an entry level Accountant position. Under general supervision, performs a variety of professional level duties involved in coordinating and supervising various accounting activities; analyzes and reconciles complex financial transactions, assists in the preparations of assigned budgets, annual audit, and year-end closing, and provides highly responsible staff assistance to the City Clerk/Chief Finance Officer.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of principles and practices of general and municipal government accounting and budgeting; and
- (B) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle multitasking and stressful situations.

BS/BA degree in accounting or related discipline required and at least 1 year experience in a similar position.

Applications are available via the City of Wildwood's website www.wildwood-fl.gov, or stop by City Hall at 100 N. Main St. Wildwood, FL. Any questions can be directed to Diane Gibson Smith in HR (352) 330-1340, or via email dgibsonsmith@wildwood-fl.gov. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. EEO/AA/V/H/M/F/ Drug-Free Workplace.

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