



CITY OF PORT ORANGE
invites applications for the position of:

ERP Support Specialist - Accountant II

SALARY: \$38,937.60 - \$48,900.80 Annually

OPENING DATE: 03/28/19

CLOSING DATE: Continuous

JOB TYPE: Full Time

DEPARTMENT: FINANCE

POSITION OBJECTIVES:

This assignment will be responsible for providing support in the areas of accounting, budgeting, analysis, and financial reporting for the Finance Department during our City-wide implementation of a new ERP (enterprise resource planning) software.

Please note: this is not a permanently budgeted position, with the assignment anticipated to last approximately one year.

Work is performed under the general supervision of the Accounting Manager.

ESSENTIAL FUNCTIONS:

Perform assigned accounting functions. The following duties are representative but not inclusive of the assigned duties of all positions of this title:

- Cash recording and management, and bank reconciliation,
- Fixed asset transactions including capital asset acquisition, disposal, and depreciation, Federal, State or local reporting,
- Accounts receivable and collection activities,
- Contract and grant financial management,
- Budget management and reporting, and financial activity reconciliation and reporting.
- Maintains financial security by following internal controls.
- Assists in ensuring all financial reporting deadlines are met.
- Cross trains and provides back-up in other areas of the accounting division when required.
- Perform other professional duties as assigned

EDUCATION & EXPERIENCE:

- Bachelor's Degree in Accounting, Finance, or Business Administration or related field.
- Six (6) years of progressive experience in financial administration
- Public sector experience is preferred
- Equivalent combination of education and experience.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.port-orange.org>

Position #201902144
ERP SUPPORT SPECIALIST -ACCOUNTANT II

1000 City Center Circle
Port Orange, FL 32129
386.506.5560
