



**CITY OF PORT ORANGE**  
invites applications for the position of:

# **ERP Support Specialist- Accounting Supervisor**

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**SALARY:** \$44,990.40 - \$51345.00 Annually

**OPENING DATE:** 03/28/19

**CLOSING DATE:** 04/10/19 04:30 PM

**JOB TYPE:** Full Time

**DEPARTMENT:** FINANCE

**POSITION OBJECTIVES:**

This assignment will be responsible for providing supervisory support for the accounting staff and for maintenance and control of City property records, balancing ledgers and journals pertaining to individual fiscal accounts and funds the Finance Department during our City-wide implementation of a new ERP (enterprise resource planning) software. The ERP Support Specialist- Accounting Supervisor has been identified as a temporary role for implementing Workday.

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:**

Verifies, corrects and adjusts transactions relating to accounts receivable, accounts payable, payroll and fixed assets, prior to posting to general ledger.

- Ensures all transactions are posted correctly prior to closing out monthly; performs all necessary functions related to closing out, preparing monthly reports and any necessary journal entries to record monthly transactions and corrections.
- Maintains all control records pertaining to all tangible equipment city-wide; coordinates annual inventory with other city departments.
- Assists supervisor with routine activities and special projects as needed, including during the annual audit and in preparation of the Comprehensive Annual Financial Report; applies computer and application knowledge to automate and streamline any tasks assigned.
- Reconciles and maintains subsidiary ledgers to ensure the accurate accounting and reporting of the City's financial and statutory reporting.
- Review and ensure proper recording of monthly and annual general ledger journal entries.
- 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.
- Five (5) years of progressive experience in financial administration
- Public sector experience preferred
- Equivalent combination of education and experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Directly supervises subordinate employees in the Accounts Payable and Accounts Receivable section of the Finance Department.
- Carries out supervisory responsibilities planning, assigning, directing and reviewing work; mentoring, motivating, coaching and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in accordance with the organization polices and applicable laws.

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APPLICATIONS MAY BE FILED ONLINE AT:

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

Position #201902143

ERP SUPPORT SPECIALIST-ACCOUNTING SUPERVISOR

1000 City Center Circle

Port Orange, FL 32129

386.506.5560

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