



Position: Finance and Accounting Professional

Salary: \$44,500

Benefits: Full time employee, paid health insurance, Retirement (FRS), generous holiday and vacation time, and a 4-day work week.

The Town of Montverde Florida is hiring a Financing/Accounting Professional. This position requires an organized person that will work with limited supervision, perform a variety of accounting functions, accounts payable, and prepare reconciliations for various ledger accounts.

DUTIES AND RESPONSIBILITIES:

1. Prepares journal entries and fund transfer requests.
2. Balances encumbrances, general ledger, and subsidiary ledgers.
3. Reconcile various general ledger accounts to supporting information provided by other departments.
4. Maintains documents and records associated with various business transactions including financial analyses, statements, and reports.
5. Preparation of the monthly, quarterly, and year-end close processes.
6. Prepares and assists in preparing financial reports and analysis; maintains or assists in maintaining general and subsidiary ledgers and supporting schedules for a variety of accounts.
7. Assists in the research, evaluation, and implementation of new Governmental Accounting Standards Board (GASB) Statements.
8. Reviews accounting documents to ensure accuracy and makes correcting entries as required: examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and federal, state and local laws, codes and regulations.
9. Monitor remaining funding available for projects.
10. Ensure pay applications are in accordance with contract terms; prepare, process, and/or validate pay applications, requisitions, purchase orders, and check requests.
11. Reconcile vendor statements and pay applications, which include accounts payable by resolving and researching payment issues.
12. Compiles and maintains contract records including project status reports, inspection reports, notices to proceed, change orders and pay requests.
13. Assists with the preparation of correspondence, contract documents, and project reports.
14. Performs other related duties as assigned.

For application and more information, go to: **Mymontverde.com**. Resumes and applications can be sent to: Attention: Sandy Johnson, Town Clerk:
Townclerk@mymontverde.com