



PORT OF PALM BEACH DISTRICT JOB POSTING

Title: Staff Accountant (Exempt Position) Salary Range \$45,000- \$50,000

Department: Finance/Accounting

Supervisor: Controller

Closing Dates:

Internal Candidates – Until Filled
External Candidates – Until Filled

Job Summary: The Staff Accountant will be responsible for cash management, fixed asset management, grant expenditure management, and general accounting. Work is performed under the general supervision of the Controller.

ESSENTIAL JOB FUNCTIONS

- Cash Management including primary bank liaison, initiation of account and wire transfers, recording of cash management transactions into the accounting records, and bank reconciliations.
- General Ledger account analysis, reconciliation, and adjusting journal entries.
- Perform Tenant Revenue Audits.
- Assist with month end close.
- Fixed Asset accounting and annual inventory.
- Grant Expenditures Management.
- Prepare various monthly financial and accounting reports.
- Assist with annual budget preparation.
- Assist with annual audit preparation.
- Review of bi-weekly payroll and backup position to the Payroll Manager.
- Assist Controller and CFO with various special projects.

Requirements:

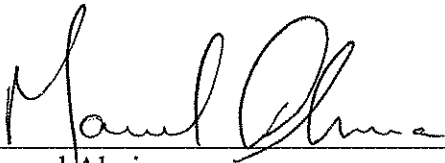
- Knowledge of cash management, budgeting and accounting principles and practices, and the ability to apply such knowledge to everyday accounting issues.
- Strong analytical skills and proficiency in Microsoft Excel.
- Ability to make decisions with minimum supervision.

- Ability to generate thorough and accurate documents and use sound professional judgment.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships.

Education and Experience

- Bachelors Degree in Accounting or Finance required.
- Three to five years of accounting or auditing experience.
- Governmental (Proprietary Fund Type) Accounting experience a plus.
- Microsoft Dynamics experience a plus.

Working Conditions/Physical Demands: Office environment where the employee may sit comfortably to do the work, Travel required for some locations, walking, and standing, bending, reaching, and carrying of items such as papers, books, and equipment, Must be able to lift 50 pounds. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, and other office equipment



Manuel Almira
Executive Director

12/3/11

Date

****Potential candidates must complete an application and forward completed application to the Port's Human Resources Department.**