

CITRUS COUNTY MOSQUITO CONTROL DISTRICT
ACCOUNTING COORDINATOR
\$24.11 - \$36.90 Hourly / \$ 50,148.80 - \$76,752.00

MAJOR FUNCTION

Performs full range professional accounting duties for the Mosquito Control District. Work may involve performing a wide variety of accounting tasks at the District.

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Incumbents in the position may perform one or more of the activities described below.

- Creates, establishes, maintains and audits financial records, accounts, ledgers and journals.
- Analyzes accounting and fiscal data, records and reports for the District and provides summaries to the director.
- Prepares complex journal entries and posts transactions to proper accounts to include moving funds across functional business units within the District's purview.
- Prepares summaries, trial balances and related reports and statements to include a District-wide scope of reporting.
- Reconciles and balances financial statements and accounting records and ledgers.
- Receives funds, prepares deposits, and reconciles bank statements.
- Prepares and maintains time and leave reports, payroll records and pay vouchers.
- Assists in budget preparation.
- Composes correspondence.
- May direct, supervise and review the work of subordinate staff.
- May apply pesticides during times of increased arthropod activity.
- Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of governmental accounting and auditing principles, practices, procedures, methods and theory.
- Knowledge of laws, rules and policies governing payroll, leave, fiscal and accounting books, records and accounts.
- Knowledge of personal computers using word processing, spreadsheet, database and various accounting software.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Ability to schedule, assign, monitor and review work of subordinates.

- Ability to analyze and audit accounting, fiscal, payroll and leave data and reports.

KNOWLEDGE, SKILLS & ABILITIES, continued;

- Ability to read, comprehend and apply job related rules, policies and procedures.
- Ability to develop computer based spreadsheets, graphs, summaries and reports.

RECOMMENDED MINIMUM QUALIFICATIONS

- Graduation from an accredited four year degree granting college or university with a major in Accounting or Finance; and two years of experience in accounting, book keeping and financial record keeping.
- Possession of Florida Department of Agriculture & Consumer Service Public Health Pest Control License within six months of employment.
- Possession of a Florida Driver License Class E

Citrus County Mosquito Control District is a drug free work place and will require a pre-employment drug screening.