



POSITION VACANCY

TOWN OF EATONVILLE
FULL-TIME: **FISCAL ASSISTANT/GRANTS**
DEPARTMENT- **FINANCE**

SALARY: \$36,000/ ANNUALLY

General Description of duties: Performs routine accounting work, including calculating, posting, maintaining accounting records, bookkeeping, bank reconciliation, and verifying financial data. Prepare bank reconciliation reports each month for 10 funds; assists in preparing audits, preparation of financial schedules for reporting such as payroll accrual report, fixed asset schedule report. General knowledge of recording keeping principles, practices, and methods. Knowledge of Grants processes and procedures: monitoring Grants.

EDUCATION AND EXPERIENCE: Graduation from an accredited College with a bachelor's degree in accounting, and three (3) years of progressive experience in accounting. A combination of education and experience that provides evidence of mastery of the same body of knowledge and sufficiently demonstrates equivalent experience may qualify an applicant for consideration. Strong Computer skills highly recommended. **MUST HAVE VALID FLORIDA DRIVER'S LICENSE, and PASS A BACKGROUND CHECK AND DRUG TEST.**

POSITION OPEN UNTIL FILLED

Human Resources
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