**Lake Worth Community Redevelopment Agency (CRA)**

**www.lakeworthcra.org**

**Job Title: Administrative Assistant - Accountant**

**Full-time Position**

**Salary Range - $40,000-$48,000**

**CLOSING DATE: October 2, 2015**

**Overview**

The employee performs skilled clerical and responsible administrative work undertaking a variety of assignments in a municipal office. Under general direction, employee is required to exercise considerable initiative, discretion and independent judgment, and to work effectively with the public, Board, outside organizations and Staff. Responsibilities include greeting visitors, taking and screening telephone calls, transcribes correspondence, composes reports, interpreting records and preparing financial statements and reports. This position requires courtesy, tact, and effectiveness in dealing with others.

The position requires the use of a computer using word processing, spreadsheet, and some accounting related software. Experience working in SunGard Public Sector software is preferred. Work is performed under limited supervision where the work assignments are subject to established procedures, practices, methods, standards and defined policies Excellent written and oral skills, and the ability to work on various assignments with others, is required.

**Essential Duties and Responsibilities include but are not limited to the following:**

**Administration**

* Provide information to the public or appropriate person
* Handles a variety of routine administrative assignments
* Transcribes correspondence and keeps detailed files
* Types reports and statements
* Obtains price quotes and prepares requisitions
* Makes appointments and writes notices

**Operating Accounts**

* Reviews all accounts payable invoices for proper documentation and coding
* Monitor bank accounts for cash flow and reconciles statement monthly
* Prepare monthly financial statements
* Analyzes accounts for proper coding
* Compare expenditures to budget
* Helps prepare yearly budget
* Works with City’s Finance department with year-end audit questions
* Prepares comprehensive reports, graphs, tables etc.

**Grants**

* Prepares appropriate worksheets for all grant activities
* Reviews invoice compliance and proper documentation before payment is approved and paid
* Ensures all invoices are properly classified and prepares timely drawdown payments
* Verifies cash receipt are received and properly recorded
* Analyzes accounts on monthly basis to verify that all expenses incurred have been properly expended and ties out to the budget
* Make sure quarterly reports agree with general ledger

**Knowledge, Skills and Abilities**

* Knowledge of office practices, procedures, equipment and administrative duties
* Knowledge of governmental accounting principles and practices
* Knowledge of information technology applications relating to accounting (HTE experience preferred)
* Ability to organize and perform work independently
* Ability to review, analyze and interpret fiscal records and to prepare accurate and complete reports
* Ability to maintain technical operating records and to prepare clear, concise and accurate reports both orally and in writing
* Ability to establish and maintain an effective working relationship with others

**Other**

The person filling this position will report to the Executive Director but will also take assignments and prepare information for other staff members.

The employee will also provide basic administrative duties such as answering phones, greeting walk-ins, filing, mail and other duties as necessary. Night meeting attendance is occasionally required.

**Requirements**

Must have graduated from an accredited four year college or university with a Bachelors degree in business, accounting, finance, or a related field with at least twelve (12) semester hours in accounting coursework.

Must have at least one year professional work experience assisting a high level executive by performing complex work of a highly independent nature involving the study, analysis of administrative programs, projects, policies and procedures.

Inquiries and Resumes should be sent to the CRA

29 South J St.

Lake Worth, Fl 33460

(561) 493-2550

Attn: Emily Theodossakos

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