

# The Sebastian Inlet District Commission

*A multi-county independent special taxing district*  
114 Sixth Avenue, Indialantic, Florida 32903 (321)724-5175 / (321)951-8182 FAX



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The Sebastian Inlet District, located in Indialantic, Florida is seeking a full-time **Senior Contracts/Accounting Manager**

Position Closing: Until Filled

Additional Information about the Sebastian Inlet District: [www.sitd.us](http://www.sitd.us)

## **NATURE AND SCOPE:**

This position supports a broad spectrum of duties in a three-person office carrying out the mission of the Sebastian Inlet District. The position requires a high level of professional financial and management skills. Primary duties include managing all aspects of the District's financial responsibilities such as budgeting, financial reporting, payroll, the annual Truth in Millage (TRIM) process, Florida Department of Financial Services requirements and external audits. The manager is tasked with ensuring the smooth operation of the District financial and administrative operations. This position reports to the Executive Director.

## **OVERALL JOB FUNCTION:**

Under limited supervision, the Senior Contracts and Accounting Manager performs a wide variety of complex and technical accounting functions; performs analytical and processing tasks for payroll, financial reporting, and internal controls; assists with annual budget and annual audit and financial preparation functions. Other areas of responsibility extend to, but not limited to, accounts receivable, accounts payable, general ledger and all financial reporting systems.

## **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The responsibilities, knowledge and experience required extend to, but are not limited to:

- Bachelor's degree in Accounting, Business Administration or an MBA.
- Minimum five years' accounting, budgeting or equivalent governmental or non-profit financial management experience.
- Advanced knowledge of business methods, practices and bookkeeping.
- Practical knowledge of generally accepted accounting principles, governmental accounting and standards, auditing, financial reporting and budgeting.
- Working knowledge of laws pertinent to property taxation in Florida.
- Ability to analyze and interpret fiscal and accounting records, prepare comprehensive financial statements, reports and recommend and administer general internal control.
- Ability to prepare and analyze financial reports; ability to maintain efficient and effective financial systems and procedures.

- Ability to use common and complex software including Microsoft Office (Word and Excel) and the District's bookkeeping software (QuickBooks), and to use such software in preparing budgets, financial reports, invoicing, monthly and quarterly reports, forecasts and other reports as requested or deemed necessary.
- Ability to operate standard office equipment in the performance of job duties, i.e. fax machines, copier, phones, personal computer and applicable software, calculator, etc.
- Ability to establish and maintain effective working relationships with other employees, public officials and the general public.
- Ability to clearly communicate ideas, explanations and recommendations orally, graphically and in writing.
- Strong interpersonal skills and the self-discipline to work in a multi-tasking environment and meet deadlines both as part of a team and individually.
- Working knowledge of office practices, procedures and equipment.
- Proficient in business English, spelling, punctuation, letter and memo writing.
- Proficient in computer operation, file management and directory structure.
- Ability to meet the public and maintain effective working relationships with all employees.
- Ability to handle extended periods of typing/keyboarding and working at a computer screen; periods of writing, filing and editing; and occasional lifting of heavy documents, paper supplies and file boxes.
- Possession of a valid Class E Driver's License and a clean driving record.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

The listed essential functions are intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the District from assigning duties not listed herein, if such functions are a logical assignment to the position. Other duties and responsibilities may be assigned.

#### **Banking and Cash Management**

- Manages all revenue funds, maintains various bank accounts and investment of surplus funds.
- Responsible for reconciling bank account statements to the general ledger and relating outstanding checks and deposits to account payable and cash receipts.
- Orders and distributes bank credit cards as needed for purchases.
- Responsible for petty cash payments, requests for reimbursement and monthly reconciliation.

#### **Payroll/ Time and Attendance**

- Reviews and initiates all payroll processing calculations and checks for errors to ensure accuracy.
- Calculates all payroll taxes, reconciles to the general ledger and files biweekly Electronic Federal Tax payments, quarterly 941 (IRS) and quarterly RT-6 (FL Dept. of Revenue) reports.
- Supports the entire payroll system function including reconciling and monitoring payroll accounts including but not limited to the health benefit plan, payments to the Florida Retirement System and the 457(b) plans; keeps updated on all payroll regulations, rules and reporting changes as they pertain to the District.
- Responsible for maintenance of time and attendance process and records.
- Researches and analyzes payroll software issues to determine corrective actions.
- Manages periodic upgrades to the payroll/accounting software.

### Project Accounting

- Prepares, updates, monitors and maintains budget schedules for grants.
- Tracks contract deliverables and terms to ensure the proper accounting for the receipt of services.
- Performs project close out procedures.

### Monthly Financial Statements/Audits

- Maintains the bookkeeping system according to established accounting regulations to include general ledger, asset records, accounts receivable and accounts payable ledgers.
- Performs all types of accounting transactions for the District's financial records; creates and posts accruals, reversals, corrections and transfers between funds and other journal entries to the general ledger; performs monthly, quarterly and year-end closing procedures in a timely and orderly manner; analyzes and reconciles general ledger accounts; performs research and solves problems concerning financial records and accounts; verifies account totals.
- Ensures comprehensive financial statements and reports are in compliance with governmental accounting standards.
- Manages the District's financial systems administration.
- Manages budgetary control over expenditures.
- Prepares monthly financial statements including general ledger closing.
- Prepares and processes recurring and non-recurring monthly journal entries and year-end reports.
- Ensures capital expenditures are booked as assets.
- Maintains and updates the fixed assets schedule.
- Presents financial and accounting data to the Commissioners.
- Manages all aspects of the annual external audit including compliance with the Florida Single Audit Act.
- Compiles necessary data and files for annual audit and submits to auditor. Schedules date for on-site field work. Communicates with auditor throughout the audit process.
- Reviews property and equipment records and assists in determining obsolescence and schedules the retirement of assets.
- Reviews audit draft for corrections prior to submittal to Board.
- Ensures all state filing and posting requirements for final audit are met.

### Other Duties:

- Maintain the Personnel Files and manage staff on-boarding and departure processes.
- Responsible for all records pertaining to District insurance policies including vehicle, property liability and workers' compensation. This includes but is not limited to contact with agents, filing claims and annual audits.
- Maintains current knowledge of all state and federal statutes, Government Accounting Standards Board and other regulations and requirements and keeps abreast of any changes pertaining to all job-related duties.
- Reviews financial and accounting policies and procedures for changes and modifications designed to increase the efficiency and effectiveness of accounting operations.
- Participates in all aspects of the development of the annual budget. Researches anticipated changes in insurance costs, COLA and capital expenditures. Generates multiple options for the annual budget to be presented to the

Executive Director and Commission beginning in May of each year. Prepares budget amendments.

- Responsible for meeting compliance requirements with all applicable federal, state, and local regulations related to government budgets including the Florida Department of Financial Services, TRIM and special taxing districts.
- Prepares required TRIM calendar submissions and ads for newspaper publishing.
- Oversees bids, RFPs and RFQs processes for review by the Executive Director. Proofs advertisements and addenda, if any, prior to submittal or issuance on the DemandStar platform.
- Acts as purchasing agent when needed.
- Contributes to strategic planning and development.
- Attends monthly and special meetings of the Board of Commissioners and assists the Executive Director in preparing for Board meetings.
- Supports the accomplishment of District special projects.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from the Commission, professional associates and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral and diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

One or more of Certified Government Finance Officer or Certified District Manager certifications preferred.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: This description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and

qualifications required of employees assigned to this classification. All positions are subject to a background check.

**SUPPLEMENTAL INFORMATION:**

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with this position. While it is intended to accurately reflect the position activities and requirements, Management reserves the right to modify, add or remove duties and assign other duties as necessary.

Compensation will be commensurate with experience.

**APPLICATION:**

Applications must include a 1-page cover letter and resume with 3 recent professional references.

Email application materials to James Gray, Jr., Executive Director - Email: [jgray@sitd.us](mailto:jgray@sitd.us).

**DISTRICT OFFERED BENEFITS:**

- Employer paid Medical/Dental/Vision insurance
- Employer/Employee funded Florida Retirement System participation
- Employer funded SEP-IRA
- Employee funded Florida 457(b) Retirement Plans available
- Vacation and Sick Leave