

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

PUBLIC WORKS ACCOUNTING SPECIALIST/R.O.W. AGENT

Grade 23: \$33,958.54 (\$16.33/hr.) - \$46,812.22 (\$22.51/hr.)

DEPARTMENT: ROAD & BRIDGE

DIVISION: PUBLIC WORKS

GENERAL DESCRIPTION:

This is a highly skilled position responsible for highly skilled accounting and financial analysis of public works projects and maintenance costs. Assists the Director with budget preparation and analysis, research cost data, MSTU & MSBU projects, and rights-of-way, etc.

ESSENTIAL JOB FUNCTIONS:

1. Develop and maintains internal financial tracking of maintenance and project costs.
2. Assists with monitoring cost expenditures and budget appropriations for projects.
3. Performs analysis on project and operations to assist the Director with cost control.
4. Works with the Director and other departments for advancing MSTU and MSBU projects and assists with completing related work.
5. Researches and resolves receivables and payables problems for project.
6. Verifies accuracy of computer printouts; may prepares monthly, quarterly, annual reports.
7. Provides information to Director and other divisions, as needed.
8. Assist in preparing special projects and may assist other staff.
9. Assists the Department to prepare for, track related cost and submit reimbursement requests for major emergency such as a hurricane or other storm or disasters, as needed.
10. Assists Director with the acquisition of right-of-way, and/or easements, including the preparation of legal descriptions, negotiations, permitting, etc.
11. Performs other related duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Know of governmental accounting practices, bookkeeping principles, and procedures.
- Knowledge of data processing and computer operations including familiarity with PC's and related software, including Microsoft Word and Excel.
- Knowledge of modern office practices and procedures.
- Ability to acquire knowledge of laws, rules, guidelines, and regulations relative operations and permitting
- Ability to operator office machines, complete mathematical calculations, and maintains close attention to detail in balancing and summarizing records with reasonable speed and accuracy.
- Ability to establish, implement, and maintain consistent reporting procedures, policies, and methods.
- Ability to establish and maintain effective working relationships with employees, auditors, elected officials, and the public.
- Ability to attend conferences and training sessions, as directed..

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EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma and three years experience in governmental budgeting, governmental accounting, management or administration, or an equivalent combination of related training and experience. Associates degree in Business Administration, Accounting, Finance or related field and one year experience in local government budgeting is preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without corrections).
- Ability to access, input and retrieve information for compute files and databases.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Mostly works inside an office environment, but may be required to work in all areas of the county, indoors and outdoors while completing assignments.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 10/3/13
Revised - Approved by County Manager: 5/29/15