



CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

ACCOUNTING & PURCHASING COORDINATOR

Grade 60 (Salary Range \$46,415 – \$79,480)

OPEN AND COMPETITIVE

Opening Date 05/11/2018

Closing Date Open Until Filled

1st Review Date 05/29/2018

This position involves professional accounting work, recording, analysis, and reporting of financial data within the City's Finance Department. The position also involves specialized professional work and regulation of citywide procurement activities.

Work is handled with a high level of independence. Performance is evaluated through review of work product, internal control systems and oversight from Finance management.

ESSENTIAL JOB FUNCTIONS

- Provides financial, clerical and administrative services to ensure efficient, accurate and timely processing of purchasing and payment transactions.
- Analyzes financial transactions and prepares financial data, schedules, and reports in order to control and account for City funds.
- Monitors, analyzes and projects financial data. Work involves the application of governmental GAAP accounting principles.
- Oversees citywide purchases of goods and services to ensure they are in compliance with policies and procedures and are at the most favorable prices.
- Researches initiatives to reduce costs and increase product and service quality.
- Participation in and administration of RFP's and similar processes.
- Monitors the City's P-Card program and provides training to staff on the P-Card program procedures.
- Reviews vendor contracts for optimal product quality and most competitive pricing available.
- Monitors contracts for compliance and renewals.

ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of governmental purchasing management and analysis.
- General and municipal governmental accounting principles and procedures and ability to apply such knowledge to accounting transactions.
- Principles and practices of general and municipal government accounting and accounting principles generally accepted in the United States of America (GAAP).
- A variety of standard office equipment, including windows-based computers, their use and application in accounting procedures, with proficiency in the use of electronic spreadsheets (Excel), to include the creation of formulas, filtering and linking, presentations (PowerPoint) and word processing (Word).

Ability to:

- Analyze data, reconcile financial information, maintain complex records, assemble and organize data.
- Prepare complete and accurate financial reports and determine compliance with policies and procedures.
- Express ideas accurately, clearly and effectively, both orally and in writing.
- Perform routine to moderately complex mathematical computations and tabulations accurately and efficiently.
- Analyze general ledger accounts for classification accuracy, as needed.
- Prepare analysis reports for management such as fuel consumption trends.
- Prepare quarterly and annual reports for fuel, equitable sharing, and FDOT.
- Coordinate/assist with preparation of information for fixed asset disposals.
- Review purchase requisitions and check requests for compliance.
- Administer Requests for Proposals and Requests for Qualifications.
- Prepare year end accruals for contracts and open purchases.
- Works closely with staff from all departments.

DESIRABLE EXPERIENCE AND TRAINING

- Bachelor's Degree with major course work in accounting, business management, public administration or closely related field, or equivalent experience and training.
- Preference given for two (2) years recent governmental experience in accounting and financial reporting.
- Experience in governmental purchasing/procurement a plus.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

ENVIRONMENTAL REQUIREMENTS

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Disclaimer

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

Oral Interviews – Date and time to be determined (by invitation only)

Submit application: Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/>

or

City of North Lauderdale - Human Resources Department
701 S.W. 71st Avenue
North Lauderdale, FL 33068
Fax: (954) 724-6975
E-Mail: llarrieux@nlauderdale.org
Website: www.nlauderdale.org

In-House Applicants: If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

EMPLOYMENT INFORMATION

(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

APPLICATIONS:

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

CHANGE OF ADDRESS:

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

EMPLOYMENT STANDARDS:

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

EXAMINATION RESULTS:

Scores and standings on eligible lists will not be given upon request.

HIRING PROCEDURES AND SELECTION:

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

PRE-EMPLOYMENT DRUG SCREENING:

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

PROBATIONARY PERIOD:

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

RESIDENCE REQUIREMENT:

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

TRAVEL AND RELATED EXPENSES:

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

VETERAN'S PREFERENCE:

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

VACATION:

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

SICK LEAVE:

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

HOLIDAYS:

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

WORKING CONDITIONS:

The basic work week is five days, 40 hours for most Divisions.

HEALTH PLANS:

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

ADDITIONAL BENEFITS:

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

SALARY:

The salary range for each position is listed on the examination announcement.

CREDIT UNION:

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.