

| Recruit Title                   | Dept/Division   | Posting Type   | Close Date | Recruit # |
|---------------------------------|-----------------|----------------|------------|-----------|
| Accounting Spec I/II - CONTRACT | Mennello Museum | All Applicants | 3/21/2014  | 14-048    |

### Salary Specs

This is a full-time CONTRACT position with the same benefits as Permanent full-time. Most contracts are renewable for terms of one year.

ATTENTION ONLINE APPLICANTS: The City's applicant process is two steps. If you complete the first portion, you will get a confirming email. However, if you have not either: (a) pasted in a detailed resume, or (b) completed My Education and Employment (schooling and work history), your application may be incomplete. Watch the application status on your login screen or call 407-246-2062 for assistance.

### Minimum Starting Salary:

Accounting Specialist I: \$13.45 per hour (Grade 19)

Accounting Specialist II: 14.40 per hour (Grade 18)

### POSTING LANGUAGE

#### NATURE OF WORK:

Performs paraprofessional accounting and financial record keeping work requiring knowledge of the practices and methods of accounting and familiarity with the operations and procedures of accounting systems. **Interacts with donors, museum board members, visitors, artists, and City staff.** Responsible for reviewing complex, detailed financial transaction documents for accuracy, completeness, and conformance with established criteria; researching various records and performing detailed audits of transactions in order to correct errors and reconcile accounts through the use of computer and/or manual record keeping.

#### MINIMUM REQUIREMENTS:

ACCOUNTING SPECIALIST I: Associate degree in accounting/bookkeeping or related area with six months experience in bookkeeping, clerical accounting, or related area; or an equivalent combination of education, training, and experience. Able to operate personal computer and experience in data entry is required with specific knowledge in Microsoft Excel desired. Must pass alphanumeric data entry test or have 35 CWPM typing score on record within past 12 months. Experience and/or training with enterprise HCM software (i.e., Workday) preferred. Must pass background check and polygraph examination.

ACCOUNTING SPECIALIST II: Same as Accounting Specialist I, above, except requires two years experience as specified.

MUST TAKE ALPHANUMERIC DATA-ENTRY TEST PRIOR TO CLOSING DATE (UNLESS CURRENT TYPING OF 35 CWPM OR BETTER OR DATA-ENTRY SCORE IS ALREADY ON FILE). TESTS ARE GIVEN DAILY FROM 8:00 A.M. TO 4:15 P.M. AT CITY HALL, PERSONNEL, FIRST FLOOR, 400 SOUTH ORANGE AVENUE, DOWNTOWN ORLANDO. IF TEST NOT TAKEN BY CLOSING DATE, APPLICATION WILL BE SCREENED AS NOT QUALIFIED. TO CHECK STATUS OF SCORES, CALL HUMAN RESOURCES 407-246-2062.