

CITY OF ORLANDO

Recruit Title	Dept/Division	Posting Type	Close Date	Recruit #
Accounting Specialist I CONTRACT	Code Enforcement	Only City Employees	5/12/2013	13-077

Salary Specs

>> ONLY CITY EMPLOYEES MAY APPLY FOR THIS POSITION. <<

Starting Salary: \$13.45 per hour

Grade: 19

POSTING LANGUAGE

NATURE OF WORK:

Performs paraprofessional accounting and financial record keeping work in the Orlando Stops (red-light camera) program of the Code Enforcement Division. Requires knowledge of the practices and methods of accounting and familiarity with the operations and procedures of accounting systems. Primarily 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:

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 PeopleSoft|OneWorld (aka JD Edwards) and Microsoft Excel desired. Must pass alphanumeric data-entry test. Must pass background check including polygraph examination.