SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459
"Prompt, Competent, Caring Response in Time of Need"

Ryan H. Crawford
Fire Chief / Administrator

ACCOUNTANT

Great Pay & Benefits
Employee paid health & life insurance, paid time off including sick & holiday
Retirement Plan Options
(Advertisement open until vacancy filled)

Position Summary:

The South Walton Fire District seeks an experienced, detail-oriented Accountant to support its financial and administrative operations. Reporting to the Fiscal Officer, you will help maintain accurate financial records, support budgeting and audits, and contribute to the effective operation of the District.

Position: At-will, exempt
Schedule: Normally 40 hours per week; an alternate work schedule may be available
Application Period: Open until filled

What You'll Do:

Perform responsible administrative and professional accounting functions in support of activities of the South Walton Fire District. To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Examples of tasks performed, or skills required, include but are not limited to, the following:

- Maintain accounting records according to established accounting procedures and classifications, including accounts payable & receivable, payroll, posting journal entries and general ledgers.
- Process vendor payables bi-weekly, or as needed. Reconcile purchase requests to invoices & budgets. Prepare & mail checks. Maintain records for Forms 1099.
- Reconcile credit card transactions and receipts monthly.
- Prepare invoices for false alarms, re-inspections, CPR classes, etc. Record cash receipts. Perform collection efforts as needed.
- Prepare bank deposits.
- Maintain and update files of accounting records.
- Process biweekly employee payroll and related tasks.
- Maintain a current/accurate list of Fixed Assets owned by the District.
- Reconcile general ledger accounts for accounts payable, accounts receivable, accruals, fixed assets and others as needed.

- Assist with preparing material needed to facilitate the District's year-end audit.
- Assist with pension and retirement records.
- Assist with developing, implementing, and administering detailed accounting procedures and systems in accordance with accepted state and local governmental accounting practices.
- Assist the Fiscal Officer in the preparation and administration of the District's annual budget.
- Assist with ensuring compliance with TRIM and other regulatory guidelines denoted within the Florida Statutes.
- Prepare accurate financial reports and records as required.
- Ensure statutory/regulatory compliance in relation to rules, guidelines, and auditing standards.
- Prepare quarterly and annual payroll tax returns.
- Process impact fees.
- Assist with grant functions, including (but not limited to) writing grant applications, tracking allowable receipts and expenditures of approved/received grant, and ensure compliance for required reports.
- Perform special accounting studies and analysis, as needed.
- Maintain a positive working relationship with all SWFD members.
- Respond to routine and special correspondence clearly by email, telephone, mail, etc.
- Compose and prepare accurate and complete reports and correspondence as required.
- Maintain knowledge of and follow District policies, procedures, and/or programs.
- Initiate and research special projects, providing detailed analysis, reports, summaries, and proposals as assigned.
- Assist with public record requests regarding administration/finance in coordination with the District's designated Records Management Liaison Officer.
- Maintain confidentiality.
- Make independent decisions regarding daily work.
- Perform other job-related duties as assigned by supervisor.
- Attend/participate in continuing education courses or conferences to obtain knowledge relating to position responsibilities.
- Attendance during regularly scheduled work hours, and outside of regular hours, as necessary.

Minimum Qualifications:

- Minimum of a bachelor's degree from an accredited college or university in Business Administration, Accounting, or related field. Public accounting experience is helpful.
- Minimum of two (2) years of accounting and administrative experience, with computer proficiency; an equivalent combination of training and experience providing the required knowledge, skills and abilities may be considered.
- Proficiency with accounting software, spreadsheets, word processing, and office equipment.

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- General knowledge of governmental accounting practices and applicable federal, state, and local fiscal requirements.
- Strong organizational, analytical, and communication skills, with the ability to exercise independent judgment.

Employment Requirements:

- Applicants must successfully complete the District's drug screen, background and reference check requirements.
- Employees must refrain from smoking and using tobacco or vape products while on duty.
- This position may require work outside normal hours, including extended hours and emergency assignments during local emergencies. Reasonable accommodations will be considered for otherwise qualified individuals with disabilities.

Physical Demands:

- Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, telephone systems, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

How to Apply:

- Completed applications/resumes should be emailed to career@swfd.org.

This job description is illustrative, and not all inclusive.

The South Walton Fire District (SWFD) is a professional fire/rescue agency located in Walton County, Florida. SWFD maintains 5 fire stations, a communications center and provides beach safety services for the South Walton Beaches. SWFD is responsible for Fire Protection, Emergency Medical Services Transport, Lifeguards, Hazard Mitigation, Public Fire/Life Safety Education and Prevention as well as 911 Communications services for an area of 84 square miles and serves a population ranging from 40,000 to over 150,000 during tourist season.

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