

CITY OF NORTH MIAMI EMPLOYMENT ANNOUNCEMENT

**OPEN
NON-COMPETITIVE
CS-1348**

**ACCOUNTANT (215)
\$707.66 - \$1056.16/week*
Recruitment #00059**

**OPEN
NON-COMPETITIVE
CS-1348**

Applications for this position will be **accepted until a sufficient number have been received.**

Following review of candidate's application by the Personnel Administration Department, qualified applicants will be placed on an Eligible List in alphabetical order. Only those candidates who specifically meet the specific requirements for the position may be contacted for an interview.

You must provide an email address. Emails can be set up at your local public library. If no email address is provided, you will not be notified of your status and will not be considered for the position.

**GENERAL
STATEMENT OF
DUTIES:**

Performs professional accounting work covering all phases of account maintenance, classification, analysis, and expenditure control of all Museum of Contemporary Art fiscal transactions. An employee in this class exercises considerable judgment in planning, implementing, revising and maintaining accounting procedures and in the preparation of statements and reports. Requires strong knowledge of non-profit accounting. Will require some evening and/or weekend hours. Does related work as required.

REQUIREMENTS:

Bachelors Degree in Accounting, Finance or a closely related field plus at least one year work experience in accounting, and a valid Florida Driver License. (Proof of degree and license required at time of application)

Preference will be given to applicants with:

Experience with Fund EZ

Museum work experience

Knowledge of Donor Perfect or another development management database program

**IN LIEU OF
EXAMINATION:**

Evaluation of education, training, and experience as included in candidate's application

02/02/12

02/10/12 R

*includes 2.5% job basis in lieu of overtime

Current North Miami Employees must complete application with all work experience relevant to position applying for. In addition, copies of all documents requested must be submitted at time of application. Only information provided at time of application will be reviewed for eligibility. Personnel Administration will not review employee's personnel file or consider personal knowledge of applicant when determining eligibility.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 893-6511. The hearing impaired may call (305) 893-7936 (TTY line) for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday. Applications available on the City website (www.northmiamifl.gov)

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.