

**CITY OF LAKE WORTH  
EMPLOYMENT OPPORTUNITIES**

**ACCOUNTANT I**

The City of Lake Worth invites qualified individuals to apply for the position of Accountant I.

Closing: Open Until Filled

**This position is based on a 40 hour work week with a pay range of \$15.24 - \$17.00 per hour. This position will work at City Hall Building located at 7 North Dixie Highway, Lake Worth, FL 33460.**

**In addition, this position offers:**

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

**SUMMARY:**

This is a position applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reviews and reconciles information provided by city departments for processing of bi-weekly payroll
- Directs compilation and preparation of other payroll data such as pension, insurance, and credit union payments, payroll deductions, direct deposit of pay checks
- Reviews collective bargaining agreements to ensure employee payments, hours and compensation are in compliance
- Prepares City's payroll tax deposits and requisite tax returns under Finance exempt level supervisors.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts
- Analyzes financial information detailing assets, liabilities, capital, and cash reports, and other reports to summarize current and projected company financial position
- Prepares on basis, various financial reports and statements necessary for external audit of City records
- Analyzes and aids in creating and improving reports, forms, and paperwork of the various departments and agencies of the City
- Performs other duties as assigned

**QUALIFICATIONS:**

- Ability to read English, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations
- Write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from department managers, citizens, and banking institutions

**MATHEMATICAL SKILLS:**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic financial and accounting calculations to fund accounting

**EDUCATION AND EXPERIENCE:**

Associates degree or High School Diploma or related experience and/or training; or equivalent combination of education and experience in accounting principles. Computer Skills essential (Excel and Word).

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**PROCEDURE FOR APPLYING:**

Interested parties should forward a completed application packages to:

**Germaine English, HR Director**  
**City of Lake Worth**  
**Attn: Human Resources**  
7 N. Dixie Highway  
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application

<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

**Applicants for positions with the City of Lake Worth should know and be aware of the following:**

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.