



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 21-02 **Position #:** 212012 **Posting Date:** 10/28/2020 **Application Deadline:** Until filled
Position Title: Fiscal Assistant I **Starting Salary:** Up to \$32,011.20 DOQ
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

A high school diploma or its equivalent and two years of clerical accounting or fiscal environment experience, with one year working in accounts payable, accounts receivable, payroll, or bookkeeping. College degree in accounting may substitute for experience on a year for year basis. Ability to operate a personal computer including Microsoft Word and Excel spreadsheet software and perform data entry on automated systems. Ability to perform basic fiscal calculations; 10-key calculator proficiency "by touch" is preferred. Must have pleasant and clearly understood phone voice and good verbal communication skills; and requires possession of a valid driver's license.

Special Abilities:

Highly developed attention to details. Skills in computer data entry, communications and working with the public in a professional manner. Familiarity with database management, Microsoft Outlook, WORD, and EXCEL software and multi-line phone systems.

Description of Position:

This is a clerical position responsible for administrative work in the Bureau of Finance & Accounting; providing direct support to the Chief, Bureau of Finance & Accounting.

Duties include (but are not limited to):

Assist the Finance & Accounting Bureau with miscellaneous clerical duties such as preparing and routing correspondence, and identifying priority items requiring immediate attention; Filing, and scanning; Assisting with accounts payable processing; Logging outgoing mail, including checks; Processing purchase requisitions and purchase orders using the District accounting software (MUNIS); Maintain pending purchase order files, matching incoming invoices as received; Auditing invoices against purchase orders and resolving discrepancies; Assists property administrator as needed; Serves as Agency Clerk and files Agency Clerk documents as needed; Responsible for records retention for the Division of Administration as well as coordination of retention/disposal activities districtwide; Responsible for maintaining District forms; Purchasing office supplies for the Division; Receiving and routing Division mail; Backup receptionist when needed; Responsible for coordinating records retention/disposal activity for the Administration/Finance & Accounting Bureau; Keeps copy paper and supplies readily available for the Administration/Finance & Accounting Bureau; Makes weekly bank deposits and runs misc. errands as needed; Processes mail including delivering mail to the post office daily; Assists management, staff and auditors as needed; and Performs other related duties as required.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nwfwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.