

**DEPARTMENT HEADS AND DIVISION CHIEFS  
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**PROMOTIONAL/EMPLOYMENT OPPORTUNITY**

<b><u>Vacancy No.</u></b>	204-1
<b><u>Title of Position</u></b>	Financial Accountant Vacancies (2) exist in the Finance/Treasury Department
<b><u>Salary Range</u></b>	\$60,000 – \$70,000 per year
<b><u>Date Posted</u></b>	July 23, 2018
<b><u>Deadline for Applying</u></b>	August 3, 2018
<b><u>Remarks</u></b>	This is a Classified/Exempt Position Examination Weight: 100% Education & Experience
<b><u>Statement of Duties</u></b>	Under the general supervision of the City Treasurer, will perform a wide range of professional accounting work. Duties include the following; preparing cash reconciliation for the general fund, enterprise, capital projects, trust and agency funds; preparing and entering journal entries; preparing inter-fund cash analysis; serving as backup for the reconciliation of other cash accounts as needed; assisting with the preparation of the City's Comprehensive Annual Financial Report (CAFR); assisting in the preparation of the City's annual operating budget; providing financial information to other City departments and assisting with information requests; preparing periodic reports and statements as necessary; and performing other accounting and departmental related work as required; other duties may be assigned.
<b><u>Education &amp; Experience</u></b>	Applicant must have gained education through graduation from a four-year college or university with major courses in Accounting or related field supplemented with at least five years of accounting experience within a government or public sector agency or the equivalent of education and experience. Applicant should be a self-starter, with strong accounting, organizational, and excellent verbal and written communication skills. Applicant should have knowledge of all Microsoft Office applications and working knowledge of MUNIS is preferred. Ability to demonstrate knowledge of general accepted accounting principles and practices.
<b><u>Special Note:</u></b>	Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicant from being considered.

**T.D.D.: 739-9150 Telecommunications for the Deaf  
The City of Warwick is an Equal Opportunity Employer**