



Town of Fort Myers Beach
2525 Estero Boulevard Ft. Myers Beach, FL 33931
Telephone: (239) 765 – 0202 • fortmyersbeachfl.com

JOB POSTING
ACCOUNTING & PAYROLL SPECIALIST

Date: May 22, 2023
Hiring Salary: From \$20 hourly
Hours of Work: M-F 8:30 AM – 4:30 PM
Town Core Hours of Operation: M-F 8:30 AM – 4:30 PM

Closing Date: Open until filled

This position is administrative accounting work performing a variety of accounting tasks. Duties include: processing accounts receivables and payables, payroll processing, preparing and posting monthly entries; assisting with account reconciliations; monitoring revenue and expense accounts; preparing daily cash sheets and deposits; assist Accountants with processes as directed. This position classification reports to the Accounting Manager. Work is performed with moderate independence and is evaluated through observation, feedback and results obtained.

Minimum Qualifications:

- Associate degree in accounting, Business, or related field is preferred, or equivalent years of experience. Associate degree or certificate program in Accounting preferred.
- Minimum of 3 years of experience in an accounting office processing accounts receivables and/or payables.

An individual in this classification will be required to pass a criminal background check and pre-employment drug and alcohol screening.

The Town of Fort Myers Beach is an Equal Opportunity Employer

ADA/DFWP

*****Applications are ONLY being accepted via Indeed*****

<https://www.indeed.com/job/accountingpayroll-specialist-f0134501b7219357>