Career Opening

Accounting Associate

Pay Range $49,956 - $66,339

Who We Are

The Collier Mosquito Control District (the District) has been in existence since 1950 and has evolved with the changes in the community. The District exists to control populations of both pestiferous and (potentially) disease-carrying mosquitoes throughout the community in which we all live. Contributing to a healthy, high quality of life in southwest Florida and beyond by upholding public trust, applying sound science, using best practices in mosquito control, economic responsibility, and an enduring search for solutions.

Requirements

Brief Job Description

The Accounting Associate position exists to support the Administration department by and through collaboration with its director, other departments, and the public. The Accounting Associate will assist in maintaining financial records, running reports, and recording a wide range of transactions. This role will be responsible for reconciling bank statements, journal entries, insurance claims and will also serve as a backup for most administrative duties.

The successful candidate will be joining a well-established administrative team on the cutting-edge of innovative ideas. They will have an office in the Administration building and work closely with the CFO.

The Person We Are Looking for Will Have

- Excellent interpersonal, verbal, and written communication skills; ability to communicate effectively at all levels both internally and externally
• Knowledge of generally accepted accounting principles (GAAP), particularly as applied to governmental accounting and financial reporting
• Knowledge of Florida Statutes applicable to budgeting and financial management within the public sector
• Demonstrated experience with computer software applications such as Microsoft Office applications for financial evaluation and data manipulation
• Works closely with the Accounts Payable Specialist to input account receivables including, but not limited to, entering payments and maintaining and reconciling all receivables by type to the trial balance for review by the CFO
• Reconciliation of Fixed assets on a yearly basis
• Assists in the preparation of Board materials
• Valid Florida operator’s license in good standing

What We Would Like You to Have

• Associate degree from an accredited institution; or an equivalent combination of education and experience

Our Partnership with You

This full-time, non-exempt position offers a salary that is commensurate with experience, benefits package includes health, vision, dental insurance, Florida Retirement System, paid vacation, sick time, and holidays, short and long-term disability, voluntary life insurance, and continuing education assistance.

Interested Applicants

Email your resume to the HR Team at Careers@cmcd.org. If selected for the position, you will be asked to fill out an official CMCD application.

Collier Mosquito Control District is a Drug-Free and Equal Opportunity Employer.

This organization participates in E-Verify.