

Titusville-Cocoa Airport Authority
355 Golden Knights Blvd
Titusville, FL 32780
Website: www.flairport.com



IMMEDIATE OPENING for Accounting Specialist

The position of **Accounting Specialist** is a full-time, mid-level position with the Titusville-Cocoa Airport Authority. Compensation is commiserate with education and experience within the range of \$14-\$16 per hour.

Typical duties include, but are not limited to:

- Organize payables for check run every other week. Maintain accounts payable files and mail checks.
- Prepares purchase orders by verifying specifications and price, obtaining recommendations from suppliers for substitute items, issue purchase order numbers, ensure proper approval and create purchase orders.
- Respond to employee requests by completing requisition forms, verify purchase requisitions by comparing items requested to master list, clarifying unclear items, recommending alternatives.
- Assist with preparation of month-end Financial Reports including reconciliation of credit card and vendor statements.
- Process mailings to include sending out monthly Statements. Perform administrative functions and other duties as assigned.

Knowledge, Skills, and Abilities:

Employee is expected to be able to operate safely and efficiently all equipment associated with the above tasks including: Computer, Phone with/without switchboard, Copier, Fax, Postage Meter, Binding Machine, Laminating Machine. In addition, the successful candidate will be a well-rounded individual with demonstrated ability to communicate effectively, both orally and in writing, strong organizational skills, and will be computer literate. Candidate must have work experience using Microsoft Outlook, Excel, and Word, as well as Sage Accounting Software, and inventory control software. Must be able to prioritize tasks to meet deadlines, work well with others but also able to work independently. The position will handle a high volume of data which must be manipulated and reported accurately, so attention to detail is a must.

Education and Experience:

This is a mid-level position requiring a Bachelor's degree in Accounting and at least 2 years work experience in a similar office environment.

Compensation to be determined and commiserate with experience. Please provide most recent salary data for comparison. Benefits are available including health, dental, and vision insurance, as well as life insurance and access to Florida Retirement System. EOE. DFWP. Veterans' Preference.

Interested parties should email their cover letter, resume, and salary history to careers@flairport.com. No phone calls, please.

We hope to hear from you soon!

****Best method to apply: careers@flairport.com ****