

Titusville-Cocoa Airport Authority  
355 Golden Knights Blvd  
Titusville, FL 32780  
Website: [www.flairport.com](http://www.flairport.com)

**IMMEDIATE OPENING** for Accounting Clerk

The position of Accounting Clerk is a part-time/full-time 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:**

- Accounts Payable to include check run every other week. Maintain accounts payable files and mail checks.
- Prepares purchase orders.
- Assist with preparation of month-end Financial Reports including reconciliation of credit card and vendor statements.
- Accounts Receivable to include processing and sending out monthly Statements. Perform administrative function and other duties as assigned.

**Knowledge, Skills, Abilities:**

Experience with Accounts Payable and Accounts Receivable in Sage 50. The successful candidate should 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 experience using Microsoft Outlook, Excel and Word, as well as Sage Accounting 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. Attention to detail is a must.

**Education and Experience:**

This is a position requiring an Associates Degree in Accounting or at least 2 years of work experience in a similar office environment. Sage 50 experience preferred but not necessary.

Compensation to be determined and commiserate with experience. Benefits are available for full-time 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](mailto:careers@flairport.com).

**We hope to hear from you soon!**

**\*\*Best method to apply: [careers@flairport.com](mailto:careers@flairport.com)\*\***