



## Town of Lake Hamilton

100 Smith Avenue - P.O. Box 126

Lake Hamilton, Florida 33851

(863) 439-1910

[www.townoflakehamilton.com](http://www.townoflakehamilton.com)

# Fiscal Coordinator

**Position:** Fiscal Coordinator  
**Department:** Finance Department  
**Hourly Range:** \$22.00- \$30.80  
**Full-time:** Exempt  
**Hours:** Mondays – Fridays, 8:00 a.m. to 5:00 p.m. Closed from 12:00 PM to 1:00 PM for lunch  
**Location:** Lake Hamilton Town Hall

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### SUMMARY:

Under the supervision of the Town Clerk, the Fiscal Coordinator is an exempt position under FLSA. This employee is responsible for performing basic and advanced accounting, fiscal management, and administrative duties to ensure accurate financial reports in accordance with laws, rules, regulations, town policies, best practices and as applicable, generally accepted accounting principles. Effective, efficient and timely performance of accounting functions in the areas of accounts receivable, accounts payable, payroll, revenue and expense monitoring, utility billing, grants, debt, month-end and year-end closing, annual audit support, cash and investments reconciliation and analysis, general ledger maintenance, and financial reporting. W

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Duties may include, but are limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position.
- Receives, evaluates, and processes private and commercial customer service requests, through friendly, professional customer service skills, ascertains the needs of the customer, and provides appropriate assistance and information.
- Performs routine clerical and administrative work by answering phones; disseminates mail; filing papers, records retention.
- Performs both routine and non-routine administrative duties, as dictated by the nature of the task, e.g., data entry, records maintenance, filing, basic calculations, generate reports.
- Receives telephone inquiries from the public and business community, ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Maintains open communication with various departments, management, utility and private companies, Property Appraisers, emergency services, and the public for the dissemination of information.
- Prepares and maintains accounts payable and revenue records by fund, grant, project and account. Maintains an automated accounting system.
- Reviews, verifies, and processes reimbursement requests.
- Assists in preparing and monitoring annual town budget. Works with CPA and Auditor on fiscal year end reports and audit.

- Reviews and processes vendor invoices for payment of services which includes maintaining compliance with the Town's policy guidelines and procedures.
- Prepares monthly and quarterly financial reports for funds, grants, and projects to accurately track revenue and expenditures. Analyzes and reconciles accounts to identify discrepancies and accurately maintains records and reports. Maintains accurate records of goods and services ordered and received.
- Processes bi-weekly payroll; ensures benefit deductions, taxes, retirement, others are properly reported and paid in timely manner.
- Coordinates, prepares and reviews fiscal, legal and administrative contractual/RFPs/Purchase Order (P.O.) items, such as: auditing proposals; IT service, engineers, sheriff's office.
- Works with departments, CPA and Auditor to develop improved fiscal and administrative procedures (workflows and processes). Initiates, coordinates, recommends, and prepares procedure documents. Monitors procedures: recommends and/or prepares revisions, as needed. Assists in the evaluation of the successful implementation and maintenance of the procedures.
- Coordinates special projects, assignments, and programs within all Departments as requested.
- Analyzes and interprets proposed legislation, documents of technical and non-technical nature, emergency response plans, etc. as related to financial matters to develop and provide recommendations and/or impact statements.
- Coordinates and prepares open enrollment documents and meets deadlines. Disseminates all information to employees in a timely manner.
- Follow state guidelines regarding TRIM procedures and submitting all documentation required including notices required by Florida Statute.
- Assists in writing and processing grant applications for Federal, State, and Local funding programs.
- Coordinates financial needs during emergency operation activation.
- Performs related duties as directed.
- Performs additional duties as assigned, which may include projects/ special assignments; attending town special events; attending meetings; specialized training, custodial.

## **REQUIREMENTS AND QUALIFICATIONS:**

- High School Diploma or GED is required.
- Bachelor's degree from an accredited institution in Accounting, Finance, Business or Public Administration or a closely related field and two years of accounting or financial experience in a government setting; or an equivalent combination of relevant education and experience (5 years).
- Knowledge of governmental accounting and auditing principles and experience with federal, state, and/or local grants.
- Familiar with Uniform Accounting System Chart of Accounts and skilled in ADG Accounting Software.
- Advanced computer skills
- Self-starter with ability to understand and carry out directions.
- Ability to prepare, organize and maintain effective working and professional relationships with town employees, other public employees and town officials, and the public. The position requires the ability to communicate effectively and have interpersonal, public relations, problem-solving/stress management and self-discipline skills.
- Must pass applicable post offer pre-employment testing, background and credit check process requirements.
- Will be required to demonstrate proficiency in accounting software and procedures, spreadsheets, and work processing software.
- Any equivalent combination of the above education, certification, training and/or experience.
- Must be proficient in MS Office, including Excel, Adobe Acrobat and be comfortable with learning new technologies.

- Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six to twelve months of employment.
- Must possess and maintain a valid Florida driver's license.
- Previous experience in municipal permitting preferred.
- Ability to speak Spanish is preferred.

#### **SPECIAL CONSIDERATIONS:**

Certain essential town services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

#### **Residency**

The Town of Lake Hamilton has no residency requirement but is preferred.