



## Controller

City of Miami Gardens, FL. (109,700)

Posted Date: 12/28/2012

Deadline: 01/11/2013 or until filled.

Starting Salary: \$63,143.90 min. – \$78,929.36 mid./DOQ

### **Nature of Work:**

This is responsible professional and administrative work supervising and coordinating accounting, payroll, accounts payable, receivable, grants and financial reporting. Serves in the absence of the Finance Director and assumes all accounting functions including daily cash receipts reconciliation, all accounting transactions, cash flow monitoring, overseeing accounts payable and receivables, payroll, grant reimbursements, and perform any analysis as may be required.

### **Minimum Requirements:**

Bachelor's degree in Accounting or closely related field. Must have a minimum of 5 years' experience in governmental accounting and financial administration, to include supervisory level experience. Certification as a Public Accountant or Certified Government Finance Officer is desired.

Please send Resume & Official City Application Form to:

**Human Resources Department, City of Miami Gardens**  
**1515 NW 167th Street; Suite 200**  
**Miami Gardens, FL 33169**  
**Fax: (305) 622-8265**  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

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