



Job Announcement

Accounting Specialist

The City of St. Gabriel is accepting applications for the position of Accounting Specialist. This is a full-time exempt position.

JOB SUMMARY

Responsible for overseeing and managing the City's financial goals, objectives and budgets. Accounting Specialist will work to develop a financial and operational strategy, metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

ESSENTIAL FUNCTIONS:

Strategy, Planning and Management
Financial Analysis, Budgeting and Forecasting
Accounting, General Ledger, Administration and Operations
Financial Management
Financial Relations and Policies
Cash Management

QUALIFICATIONS

Bachelor Degree in Accounting or Finance (minimum requirement)
CPA preferred
MBA preferred
Background in Big 4 Public Accounting
Outstanding knowledge and understanding of GAAP, compliance
Background coordinating with I.T. staff to manage and/or upgrade accounting system
Systems implementation experience strongly preferred
Outstanding communication, written and presentation skills
Demonstrated leadership ability, confidence and executive presence – ability to motivate staff
Excellent analytical, reasoning and problem-solving skills
Significant experience with external auditors, internal controls and compliance-related issues
Government or non-profit experience preferred

The City of Saint Gabriel considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age, sexual orientation and gender identity. All candidates are encouraged to apply. Interested candidates should submit their resume to:

City of Saint Gabriel
City Clerk Office
Human Resource Department
HRDepartment@stgabriel.us
5035 Iberville Street - P.O. Box 597 - St. Gabriel, Louisiana 70776