

Accounting Manager

With an estimated population of over 13,000, the City of Minneola is nestled in a vibrant and growing area approximately 25 miles northwest of Orlando. Minneola has received a number of recognitions including “Best City in Lake County for Millennials,” Most Livable City in Lake and Sumter Counties,” Safest City in Lake County,” and even “One of the Safest Places in Florida from Hurricanes.” Minneola is a suburban community and home to several great schools including an “A” rated K-8 charter school, an “A” rated elementary school, an “A” rated high school, as well as another K-8 charter school. With so many wonderful recognitions and schools, Minneola has grown to become “Central Florida’s Choice of Families.”

Minneola operates under a council-manager form of government. The City has enjoyed steady long-term leadership. The city council is professional, focuses on legislative issues, and does not interfere with the day-to-day operations of the City. The management staff are experienced and seasoned professionals who place an emphasis on service before self and focus on delivering the best stakeholder experience possible. Department heads are expected to lead by example and adhere to Minneola’s core values including: Honesty; Integrity; Stewardship; Respect; and, Teamwork.

Minneola is a financially conservative community which prefers to prioritize its needs over its wants and saves for purchases rather than financing them. The City’s general fund, water fund, stormwater fund, building fund, and two C.R.A. funds are currently debt free with plans for them to remain that way. The City has a wastewater fund with one loan remaining and plans to pay it off early within the next five years. The City maintains a healthy six months of unrestricted revenues for emergencies and has several assigned fund categories scheduled to be used for larger projects in the near future including a new estimated \$3.5M public safety complex scheduled to be constructed in 2021.

The current accounting manager is retiring but will stay for up to one year to help the new accounting manager make a smooth transition into the position. The accounting manager oversees an accountant, accounts receivable/payable clerk, utility billing supervisor, two utility billing clerks, and three meter readers. The City has a total combined budget of approximately \$20M.

Minneola participates in the Florida Retirement System, provides the employee with health & dental insurance, twelve paid holidays, paid vacation, three days’ paid personal leave, paid sick leave, three days’ paid bereavement leave, tuition reimbursement, \$30,000 of life insurance, E.A.P. benefits, as well as a variety of other benefits that are made available through automatic payroll deduction including spouse, children, and family insurance coverage, dental insurance, vision insurance, short-term disability insurance, long-term disability insurance, cancer insurance, expanded life insurance, I.R.A., a 457 deferred compensation plan, etc. in accordance with the personnel policy.

While there are a lot of great things happening in Minneola, there are some current and future challenges which the new accounting manager will be expected to help solve. The challenges include building and maintaining a positive working environment, streamlining the accounting processes, improving upon the standard operating procedures, converting the current financial operating system to a more robust program, and continuing to help manage the finances of a fast growing community in a fiscally conservative way.

The next accounting manager should be a highly dedicated individual with a sharp eye for detail, have a bachelor’s degree in accounting or finance from an accredited university, have at least 10 years of progressively responsible relevant work experience in the local government sector, as well as the ability to maintain and grow a fun yet productive work environment in a fast growing community. A master’s degree and a public accounting officer certification is preferred. Starting salary is dependent on qualifications and experience but is anticipated to range between \$79,000 to \$99,000 per year.

Interested applicants should submit a cover letter, resume, employment application, and salary history to Julie Alvarez at jalvarez@minneola.us.