

JOIN OUR TEAM



CAREER OPPORTUNITIES
ACCOUNTANT



PROFESSIONALISM ~ INTEGRITY ~ COMPASSION



GREATER NAPLES FIRE RESCUE DISTRICT

ACCOUNTANT

About Us

The organization is the largest independent fire district in the State of Florida, providing emergency response and life safety services to the Chokoloskee, Everglades City, Golden Gate, East Naples, Isles of Capri, Port of the Islands, and surrounding communities. The Fire District is governed by a Board of five elected Fire Commissioners, and proudly staffs 250 uniform firefighters and civilian support staff. The Fire District deploys emergency apparatus from 15 fire-rescue stations. In addition, the Fire District manages a variety of support operations from six additional facilities including Administration, Fire & Life Safety, Training and Special Operations, Logistics, and Fleet Maintenance.

Our fire service professionals provide services to more than 160,000 residents living and working within the District's 1,512 square miles.

Mission, Vision, Values

The **Greater Naples Fire Rescue District** is a high performance emergency service provider. Our **MISSION** is to protect life and property by providing emergency response services and education for the residents, businesses and visitors of our community.

Our **VISION** is to increase response effectiveness, enhance professionalism and operational efficiencies and use taxpayer dollars responsibly, while holding ourselves accountable to earn your trust. This vision guides us daily as we serve our community and visitors.

The Fire District's core **VALUES** include Professionalism, Integrity and Compassion. Our membership strives to meet these in every aspect of their service delivery and community outreach.





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Job Summary

This position performs professional and technical financial duties for the District. The scope of work involves accounting practices such as, processing various vendor and contractual receivables and payments, employee reimbursements, processing payroll and other payroll related functions, reconciling accounting transactions, maintaining and balancing accounting ledgers, and preparing records, reports, and summaries regarding assigned fiscal operations in accordance with local, state, and federal requirements.

Compensation and Benefits

Minimum Starting Salary- \$61,698 Full time employees are eligible for additional pay based on certificates and education. Attractive benefits package including, medical, dental, vision, life insurance, short/long term disability, paid time off, and inclusion in the Florida Retirement System.

How to Apply

1. Visit www.GreaterNaplesFire.org
2. While on the home page, click on the Resources tab.
3. On the drop down, click on Employment Opportunities.
4. Read over the document pertaining to the position and click on the [application](#).
5. Submit your completed employment application along with a cover letter, resume, and certifications.
6. All Applications must be hand delivered or mailed in a sealed envelope to Greater Naples Fire Rescue District Attn: HR Director 14575 Collier Blvd. Naples, FL 34119



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Position Requirements

- ⇒ Bachelor's degree in accounting, finance, business administration, or a closely related field
- ⇒ Three (3) years of performing professional financial and administrative work
- ⇒ Previous experience in government or non-profit accounting is preferred
- ⇒ Must be detail oriented, accurate and exercise sound judgement in stressful situations
- ⇒ Must possess and maintain a valid Florida Driver license, class "E" and a driving record which meets or exceeds minimum the District's driving standards
- ⇒ Shall demonstrate a record of attendance at further training to maintain current knowledge in all areas of job by attendance at recognized seminars, conferences, and training programs
- ⇒ General knowledge of information technology related systems and programs to include, but not limited to Microsoft Office (Word, Excel, Power Point, etc.) and other related programs and platforms

Additional requirements if selected will include: background check, submitting a Driver's License record, pre-employment physical, and drug screening.

Application Deadline

Applications will be accepted until the position is filled. Employment applications should be accompanied by a cover letter, resume, and certifications in order to be considered. **Incomplete applications will not be processed.** To claim Veteran's preference, a copy of your DD214 or relevant documentation must be submitted at the time of application.

All resumes and applications may also be mailed in a sealed envelope to:
Greater Naples Fire Rescue District
Attn: HR Director
14575 Collier Blvd
Naples, FL 34119



GREATER NAPLES
FIRE RESCUE
DISTRICT

Greater Naples Fire Rescue District is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. The District is a Drug-Free Workplace and an E-Verify participating employer.

For more information regarding career opportunities, visit our website <https://www.greaternaplesfire.org/>