



Gulf of Mexico Fishery Management Council

Managing Fishery Resources in the U.S. Federal Waters of the Gulf of Mexico

4107 West Spruce St Suite 200

Tampa, Florida 33607 USA

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www.gulfcouncil.org

RECRUITMENT ANNOUNCEMENT

Date: April 5, 2024

Title: Accounting and Human Resources Assistant

Location: Gulf of Mexico Fishery Management Council
4107 West Spruce Street, Suite 200
Tampa, Florida 33607 USA

Responsibilities: The Council is seeking to hire an *Accounting and Human Resources Assistant* who will be under the direct supervision of the Administrative Officer. The primary responsibility of this position is supporting the Administrative Officer in carrying out the fiscal management, budgeting, procurement, personnel, and detailed record-keeping requirements of the Council.

The candidate will also perform tasks related to the administrative management and human resources matters of the Council and other duties as needed. Travel to meetings throughout the Gulf of Mexico may be required. The preparation of materials and documents involves the use of computers and accounting software, as well as technical and specialized terminology with accurate proofreading skills.

Qualifications:

An associate degree or bachelor's degree with three to five years, respectively of professional experience in an accounting, fiscal, human resources, or management support position. Proficiency in the use of Microsoft Office suite with emphasis on Word and Excel, with strong typing and accurate data entry skills, is required. Competence in the use of accounting software is necessary.

Demonstrated experience in data entry with non-profit, government, or fund accounting, cost reimbursements, reconciliations related to general ledger accounts, monitoring compliance with generally accepted accounting principles and organization procedures, inventory accountability and software license tracking, payroll administration, or general human resources support is preferred.

Salary Range: This is a non-federal full-time position with benefits. Starting salary range GS-8 (\$54,292 - \$70,578) commensurate with education, years of experience, and qualifications.

Closing Date: April 26, 2024 (or until filled)

How to apply: Send a cover letter, a complete resume, contact information for three references, and relevant certifications to:

By regular mail:

Dr. Carrie Simmons
Executive Director
Gulf of Mexico Fishery Management Council
4107 West Spruce Street, Suite 200
Tampa, Florida 33607

By email sent to:

Accounting.HR@gulfcouncil.org

What to Expect Next: After application packages have been received, we will review your resume and other application documentation. Additional materials or technical skills evaluations may be asked of the top candidates prior to an interview. A copy of the full job description is available upon request.

Reasonable

Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Privacy Act Notice: The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 552.

EEO Policy: The Gulf Council is an Equal Employment Opportunity employer that does not discriminate on the basis of race, color, religion, national origin, age, disability, reprisal, sex, sexual orientation, status as parent, or any other characteristic protected by applicable federal, state or local laws (50 CFR 600.120). Council staff positions are filled solely on the basis of merit, competence, and qualifications.

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