

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ACCOUNT CLERK III (Job Code 10)

GENERAL STATEMENT OF JOB

Under general supervision, according to unit of assignment, provides maintenance of complex accounts payable, payroll, revenue, cash receipts, and other accounting operations for a specific department of the city. Employee is required to exercise some initiative and independent judgment in organizing, maintaining and systematically reviewing financial transaction records. Responsibilities involve collecting, posting, and distributing monies for various agencies, individuals, and city departments, work is subject to automatic and periodic verification through systems of internal controls, pre-audits and post-audits, and to supervisory review for conformity with established policies and procedures.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs general bookkeeping/accounting work in an accurate and timely manner.

May prepare weekly payroll and analyzes payroll records to verify for accuracy in salaries, time accrued, withholdings, etc. if directed.

May process employee reimbursement forms for courses/college courses, travel, tuition/book fees, and travel accommodations when applicable.

Posts cash transactions, budget transfers, journal entries and any other accounting activity.

Posts daily cash receipts; performs daily accounting of all moneys processed and prepares deposits per account.

Performs bank reconciliations, and may review/reconcile general ledger accounts, including liens, deposits, performance bonds, and unclaimed checks.

Prepares and maintains various records and reports, processes, sorts, and checks for accuracy, and files various reports and other documents in accordance with established procedure.

Prepares regular and special financial reports and statements as required by supervisors.

Verifies trial balances, detail revenues and expenditures.

Compiles financial data for use in preparation of budgets and financial statements.

Performs clerical support duties, including data entry, and providing information to various internal and external agencies concerning accounts related matters.

May assist in the review of weekly check run and review accuracy of accounts payable coding.

May assist in recording of inventory and capital asset purchases.

May process purchasing card transactions and reconciliations of same.

Receives, posts, and makes necessary copies of check requests, invoices, purchases orders, and packing slips for accounts payable.

Performs follow up on outstanding requests, orders, inaccuracies, invoices, and insufficient information to ensure accuracy in accounting and completion of assigned tasks.

Performs daily accounting of all monies processed and prepares deposits per account.

Provides assistance to various other departments in accounting related matters as requested.

Performs emergency response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate of Arts degree with major course work in accounting, mathematics or closely related field; supplemented by minimum three (3) years full-time work experience in the accounting/bookkeeping field; or seven (7) years of related work experience in lieu of a college degree.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic accounting principles and procedures.

Knowledge of report and record keeping principles and techniques.

Knowledge of filing principles and method.

Skilled in oral communications for effective expression and clarity.

Ability to apply acute attention to detail in processing numbers and figures with a high degree of accuracy.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Is able to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date