



TOWN OF SURFSIDE ACCOUNTING CLERK

DEPARTMENT: FINANCE

NON-EXEMPT

GENERAL DESCRIPTION:

Routine account and bookkeeping work, processing purchase orders and invoices for payment. Records, reviews, filing and process cash receipts data from department. Maintains various accounting records, such as budgets, payroll, vouchers and other financial statements. Work is performed under the general supervision of the Controller.

ESSENTIAL JOB FUNCTIONS:

1. Maintains Property Record Asset Files.
2. Prepares monthly reports and keeps daily records of all expenditures on various accounts as required..
3. Performs Bank Reconciliations.
5. Performs all Accounts Payable Analysis.
6. Performs Payroll Preparation and Back-up.
7. Monitors FICA/Federal Withholding Tax.
8. Maintains Various Files including W-9 control and update.
9. Assists Controller and Finance Director as directed.
10. May reconcile bank statements (When controller is not available)
11. Verifies and posts details of business transactions, such as fund received and disbursed.
12. Works with the public.
13. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of basic bookkeeping, payroll and accounting principles and their application to a variety of accounting transactions and problems.
- Knowledge of general office procedures and practices.
- Ability to apply accounting principles of voluminous financial transactions.
- Ability to apply all above principles to bookkeeping and daily maintenance of fiscal and accounting records including payroll.
- Ability to establish and maintain effective relationships with the General Public, Fellow Employees and Professional Associates.
- Ability to understand and carry out complex oral and written instructions.
- Skill in operation of Calculator, Duplicating Copy Machines, and Computer Literate.
- Ability to gather and display data in appropriate format and keep accurate records.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Two (2) years of accounts payable/payroll and general/municipal bookkeeping experience and some computer experience desirable.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

None.

ESSENTIAL PHYSICAL SKILLS:

- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access input and retrieve information from a computer.
- Ability to communicate both orally and in writing.
- Walking, standing, constant sitting.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 4/29/08; 5/5/08; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____