



TOWN OF SURFSIDE

CONTROLLER/FRONT OFFICE MANAGER

DEPARTMENT: FINANCE

EXEMPT

GENERAL DESCRIPTION:

Responsible specialized accounting and Finance work maintaining the General Fund, Enterprise Trust Fund ledgers and other accounting functions including journal entries, bank reconciliations, reporting, accounts payable and payroll. Work is performed under supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS:

1. Maintains Financial Records including preparation of Journal Entries.
2. Maintains accounts receivable accounts and posts accounts receivable invoices and payments.
3. Maintains payroll records and is responsible for preparation of payrolls.
4. Checks completed time sheets for proper coding.
5. Updates and corrects payroll master files as required.
6. Prepares monthly, quarterly and annual state and federal withholding and other reports related to payrolls.
7. Maintains various records including payroll and pension data.
8. Issues and maintains control over all purchase orders.
9. Maintains records and prepares reports.
10. Reviews and processes invoices for payments including budgetary compliance.
11. Assist and acts as liaison to external Auditor in performing audit functions.
12. Primary supervision over all bank reconciliation.
13. Works with the public.
14. 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 auditing techniques and procedures.
- Knowledge of General Accepted Accounting Principles.
- Ability to effectively use computer equipment to retrieve, change, insert, delete, update applicable information.
- Ability to work rapidly and accurately with numeric data.
- Ability to make decisions within established accounting policies and procedures.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Accounting, Finance, Business Administration, or related field. Four (4) years of accounting or Finance experience preferably within a governmental agency.

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

LICENSES, CERTIFICATIONS OR REGULATIONS:

Notary Public desirable.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to access, input and retrieve information from a computer.
- Ability to communicate effectively both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 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: _____