



TOWN OF SURFSIDE REVENUE / PAYROLL MANAGER

DEPARTMENT: FINANCE

EXEMPT

GENERAL DESCRIPTION:

Responsible specialized accounting work managing utility billings, cashiering, cash receipts, payroll, and Pension Fund ledger Work is performed under supervision of the Finance Manager.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties as Town Pension Third Party Administrator and maintains the financial records of the Pension Fund including preparation of related bank reconciliations and journal entries.
2. Manages utility accounts receivable accounting, invoicing, and payments.
3. Preparation of workpapers and/or journal entries for billings/accounts receivable accounts as directed.
4. Oversees all credit card merchant accounts and ensures PCI compliance.
5. Manages front desk cashiering and cash receipts/deposits as directed.
6. Maintains payroll records and is responsible for management of payroll.
7. Prepares required reports related to payroll and pension.
8. Assists in the preparation of the Comprehensive Annual Financial Report (CAFR).
9. Administer certain Town-wide services as directed.
10. Serves as backup for Accounts Payable entry or review as directed.
11. Serves as backup Human Resources (HR) issues if HR Director not available.
12. Assist with periodic audits of capital assets, non-capitalized tangible capital-type items, etc.
13. Assist with preparation of Finance Manual.
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. Five (5) years of accounting or Finance experience preferably within a governmental agency.
Knowledge of Tyler Incode Financial Management System - desirable

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

LICENSES, CERTIFICATIONS OR REGULATIONS:

- Certified Public Account (CPA), Certified Government Finance Officer (CGFO), Certified Public Finance Officer (CPFO), and/or Notary Public is 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:

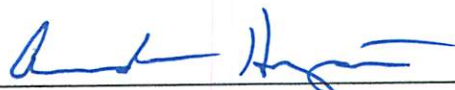
- Works in an office environment and occasionally outside to access street level / field practices/performance.
- On occasion required to climb or balance, stoop, kneel, crouch, taste or smell.

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

Revision History: 3/18/2008; 5/5/2008; 4/10/2012; 3/24/2016: 9/19/2019; 12/28/20

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:  _____