



## **PAYROLL/ACCOUNTS PAYABLE SPECIALIST**

**DEPARTMENT:** FINANCE

### **GENERAL DESCRIPTION:**

Responsible payroll processing and accounts payable work processing of purchase of orders and invoices for payment, filing and other account keeping work. This job classification has a larger scope of responsibility within the Finance Department and exercises a higher level of independence and may be given more complex work to complete.

### **ESSENTIAL JOB FUNCTIONS:**

1. Prepares monthly reports and keeps daily records of expenditures on various accounts as required.
2. Verifies and posts details of business transactions such as funds received and disbursed.
3. Performs Accounts Receivable Analysis.
4. Accounts Payable Preparation.
5. Performs Payroll Preparation and Back-up.
6. Monitors FICA/Federal Withholding Tax.
7. Orders, prepares, prints, and mails out W-2's, 1099's, and other tax documents.
8. Maintains Various Files and records.
9. Assists Controller and Finance Director as directed.
10. Performs other job related functions as required.

(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, SKILLS AND ABILITIES:**

- 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 and accounts payable.
- Ability to make complex and varied arithmetic computations and tabulations rapidly and accurately.
- 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.

#### **EDUCATION AND EXPERIENCE:**

Associate's Degree focusing on business/accounting. Two (2) years of accounts payable/payroll and general/municipal bookkeeping experience and some computer experience desirable; or an equivalent combination of training, education and/or experience.

(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, walking, constant sitting.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

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

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Revision History: 7/18/17

**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: \_\_\_\_\_

