

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ACCOUNT CLERK I (Job Code 5)

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. Work in this class is performed with a sub-professional working knowledge of accounting practices and policies in interpreting procedures, recording and reporting transactions, and preparing financial records. Responsibilities include collecting, posting, and distributing monies for various agencies, individuals, and city departments. Work is subject to verification through systems of internal controls, pre-audits, post-audits, and 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.

Utilizes accounting skills that reflect a high degree of accuracy for generating various reports relating to personnel and department, and for on-going maintenance of specific accounting records for department.

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

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

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

Receives, posts, and makes necessary copies/scans of check requests, invoices, purchase 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.

Performs reception duties, providing information to various internal and outside agencies concerning accounts related matters, i.e., city personnel, lawyers, secretaries, vendors. Ability to operate computer terminal, PC, and other office machinery common to the position.

Performs additional duties depending on unit of assignment.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent; with an advanced working knowledge of current Microsoft Excel and Word applications, supplemented by a minimum two (2) years related work in a comparable position.

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/work 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 the position interacts with.

Ability 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