



## Village of Palmetto Bay

### Position Description

**POSITION POSTING DATE:** MONDAY, JULY 27, 2015

**POSITION CLOSING DATE:** FRIDAY, AUGUST 7, 2015

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

**POSITION TITLE:** Accountant

**FUNCTIONAL AREA:** Department of Finance

**PAY GRADE:** PG 19

**PAY RANGE:** Min.: \$38,604.80 Annual/\$3,217.07 Monthly/\$18.56 Hourly

Max.: \$ 61,772 Annual/\$5,148 Monthly/ \$29.70 Hourly

**CLASSIFICATION:** Full-Time; Non-Exempt

**APPROVED/UPDATED:** October 2012/ May 2015

#### **General Summary:**

Performs routine accounting work involving the processing and maintenance of financial records and reports, according to the generally accepted accounting principles, established procedures, departmental guidelines, and regulatory requirements which are applicable to the work.

#### **Supervision Received and Exercised:**

Reports to the Finance Director or director's designee; exercises no supervisory responsibilities.

#### **Essential Duties and Responsibilities**

- ◆ Performs accounts payable and accounts receivable functions to include examining, verifying and processing all related procurement requests and documents.
- ◆ Analyzes billings and payments related to accounts payable and/or receivable tasks, such as cash flow, invoices, requisitions, work orders, check requests, billings, and payments.
- ◆ Adheres to generally accepted accounting principles and auditing standards; maintains proper audit trails, and verification and reconciliation actions for all processed work.
- ◆ Generates various system reports and/or audit calculations to verify the accuracy of the accounting functions and processing.
- ◆ Processes the bi-weekly payroll.
- ◆ Maintains and reconciles various logs, reports, ledgers, accounts, files, databases, and spreadsheets.
- ◆ Prepares various monthly and quarterly reports.
- ◆ Assists with special projects for the Finance Department.
- ◆ Provides customer service assistance to vendors, contractors and the public
- ◆ Prepares grant reports and reviews and monitors grant expenditures in compliance with grant requirements.
- ◆ Perform other related duties as directed.
- ◆ Performs related duties and responsibilities, as assigned.



**Minimum Qualifications**

Education & Experience

- ◆ Bachelor's Degree from an accredited college in Accounting, Business, or related field AND 5 years minimum work experience in an accounting or finance department. Related experience beyond the required three years may substitute educational requirement on a year for year basis.
- ◆ One year previous work experience in accounts payable, payroll processing and/or bookkeeping.
- ◆ Considerable knowledge of record keeping, bookkeeping, and reporting methods.
- ◆ Computer literate with proficiency with Microsoft Word and Excel
- ◆ Valid Florida Driver's License.

Other Required Competencies

- ◆ Considerable knowledge of accounting systems and/or customer billing methods and procedures.
- ◆ Considerable knowledge of the rules, policies, regulations, and procedures involved in analyzing customer account transactions.
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Ability to manage multiple projects in an efficient and professional manner.
- ◆ Ability to plan, organize and perform work independently.
- ◆ Ability to understand and follow complex oral and written instructions.
- ◆ Ability to prepare clear and concise written reports.
- ◆ Ability to communicate effectively with commercial and residential customers and personnel in other departments.

**Work Conditions & Physical Factors:**

- Work is performed indoors in a typical office environment.
- Requires intermittent sitting, standing, walking, bending, crouching, repetitive motion, and occasional lifting of light objects.
- Must be capable to effectively use and operate different office equipment, such as but not limited to, a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees, colleagues and the general public through the use of the telephone, email and personal contact.

**The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**

**Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.**