



POSITION	Accounting Clerk	REPORTS TO	Financial Services Director
DEPARTMENT	Financial Services	FLSA STATUS	Non-Exempt
EFFECTIVE DATE	10/17/2022	REVISED DATE	10/17/2022

DESCRIPTION

ACCOUNTING CLERK

SUMMARY

Under supervision of the Financial Services Director, the position provides a wide range of duties related to accounts payable, accounts receivable, as well as the performance of account reconciliations of basic to moderate complexity. The incumbent filling this position must be comfortable with and adept at serving both internal and external customers of the Village, including department staff, department directors, members of the Village Council, vendors, and other points of contact within external local government and state agencies. Performance is evaluated by observing results obtained and adherence to policies and procedures, work in progress, written reports, and management of diverse and fast-paced dynamic tasks and priorities.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position:

- Reviews, processes, and posts accounts payable and accounts receivable vouchers; ensures the performance of all duties are in accordance with department policies and procedures, local ordinances, and statutory authority.
- Conducts research and resolves discrepancies with vendor invoices, payment vouchers, and revenue voucher receipts; escalates to the Financial Services Director for resolution as required.
- Performs reconciliation procedures and assists in identifying general ledger accounting discrepancies and out of balance conditions; assists with preparation of basic journal entries for review and approval by the Financial Services Director.
- Maintains detailed logs and schedules for individual and departmental tasks and procedures; assists the Financial Services Director in successful and timely completion of the annual financial audit.
- Performs with initiative and independence in the performance of assigned duties; plans, prioritizes, and completes tasks within established and required time frames.



- Creates and maintains documented processes and procedures for position duties as required and approved by the Financial Services Director.
- Assists with the development and maintenance of financial metrics, dashboards, and general workflow analysis; develops ad-hoc reports as needed or requested.
- Communicates with Village departments and external vendors regarding payment processing and workflow related issues; responds to inquiries concerning status updates and general inquiries; follows up and resolves issues in a timely manner.
- Comfortable with leveraging technology to maximize the efficiency, consistency, and accuracy of departmental business process workflows and to help implement business process improvement; participates as required in the testing of newly implemented or upgrades in information systems related to the Financial Services Department.
- Demonstrates critical thinking and applies principles of sound logic; identifies and defines problems, obtains empirical evidence, and draws valid conclusions.
- Maintains consistent lines of communication with management and staff with changes and developments within areas of awareness and assignment; escalates issues to the attention of management in a timely manner, as appropriate and as conditions warrant.
- Maintains established organizational/departmental productivity standards.
- Occasionally attends meetings of the Village Council, Boards, Committees, or subcommittees, as may be required by the Financial Services Director or the Village Manager.
- Other duties as may be assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

- Minimum High School Diploma or GED. Associates Degree in Business Administration, Finance, or Accounting is preferred.
- One (1) year of recent and relevant experience with general bookkeeping, balancing, and reconciling accounts.
- Education and experience may be substituted on a year for year basis to meet the above qualifications.
- Previous local government experience is highly preferred.

Knowledge of:

- Basic accounting standards and rules.
- Business math, English, grammar, writing and editing skills; and business correspondence protocol.
- Modern office terminology, methods, practices, and procedures.



- Prior knowledge of municipal and departmental rules, regulations, practices, and procedures and basic state laws pertaining to local governments (i.e. Sunshine Law and Public Records Laws) is highly preferred.

Skill in:

- Multi-task and organize a dynamic workload and schedule.
- Maintain quality control and poise and courtesy under the pressures of deadlines or demanding public customers.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with fellow employees, Village Council Members, consultants, the general public, and other potential partner governments.
- Perform basic math calculations; with spreadsheet proficiency being highly desired.
- Learn pertinent codes, laws, ordinances, rules, regulations, policies, and procedures.
- Clearly communicate and convey information tactfully and impartially.
- Ably operate modern office equipment and various computer software.
- Maintain confidentiality when necessary.

Ability to:

- Maintain reasonably regular punctual attendance consistent with the ADA, FMLA, other federal state and local standards, and the Village's attendance policies and procedures.
- Come to work and work the regular schedule and shift for the position.
- Comply with all personnel policies and procedures.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must have and maintain a valid State of Florida driver's license throughout employment.

WORKING ENVIRONMENT

- Work is performed primarily in an indoor office environment.

PHYSICAL AND MENTAL DEMANDS

Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional to frequent working alone; and occasional to frequent contact with the public and elected officials, sometimes encountering angry or upset patrons, vendors, or citizens.



Mobility:

- Frequent standing, sitting, or walking for extended periods; occasional driving; occasional pushing, pulling, or lifting of up to 25 pounds; and occasional reaching, bending, kneeling, stooping, and squatting.
- Occasional balancing, turning, and climbing.

Dexterity:

- Frequent repetitive motion from writing, using a computer keyboard for extended periods of time, grasping, holding, and reaching.
- Standard dexterity in the use of fingers, limbs, or body in the operation of office equipment.

Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception, hand/eye coordination, and depth perception; occasional use of peripheral vision.

Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.

VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: _____

Date: _____

Signature: _____