



POSITION DESCRIPTION

Position Title: Accounting Technician
Position Number: 1408
Level / Grade: T2 / 3
FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the job is to perform routine accounting and general administrative support work according to generally accepted accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at entry staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes posting, data entry, maintenance and reconciliation tasks relevant to assigned functional areas; e.g., billing, purchase orders, invoices, payroll, fixed assets, accounting records and reports.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Performs entry level accounting support work according to generally accepted accounting principles and regulatory requirements applicable to the work; performs general clerical work according to established administrative procedures and departmental guidelines.
- Performs a variety of essential record keeping duties; maintains department record keeping, filing systems, and other relevant materials appropriate to assigned unit; e.g., payroll register, journal entries, accounts payable, departmental files, and fixed assets.
- Receives and performs data entry tasks for various accounts payable functions. Reviews transactions for compliance of internal policies. Reconciles vendors' statements to the accounting records. Responds to vendors' inquiries.
- Performs data entry for journal entries.
- Performs verification tasks for invoices and vendors' balances according to department checks and balances procedures.
- Maintains, updates, and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.

- Performs data entry of invoices/receipts under the City's Purchasing Card Program and reconciles balances to monthly statements.
- Performs data entry of capital asset acquisitions into the Fixed Assets System. Assists in the annual physical inventory.
- Assists in public records request responses.
- Assists other Finance Department employees as necessary.
- Generates and assists with various system reports and receipts using Microsoft Word and Excel; e.g., various insurance allocation worksheets.
- Performs related duties as directed.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

High school diploma or GED; supplemented by six (6) to twelve (12) months experience and/or training in administrative/secretarial support functions and the ability to perform general mathematical computations accurately and efficiently; or an equivalent combination of education, training, and experience. Proficiency in MS Word and MS Excel is required.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.