

COOPER CITY, FLORIDA

CLASS DESCRIPTION

CLASSIFICATION TITLE: ACCOUNTING TECHNICIAN

GENERAL DESCRIPTION OF DUTIES

The Accounting Technician performs routine account related record keeping work involving a wide variety of City functions. Areas of responsibility include, but are not limited to, accounts payable, payment processing, accounts receivable, fixed assets, purchase orders, and reviewing of various work sheets. Position supports department functions in various administrative tasks, e.g., answering telephones, distributing mail, and responding to customer questions and concerns.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Processes payments and applies them to proper accounts; balances payments to the general ledger.
- Creates and maintains vendor accounts; processes work orders for new accounts.
- Performs posting and balancing functions for accounts receivable.
- Provides assistance to department staff and customers.
- Researches and resolves customer complaints and any inaccuracies; analyzes and reconciles outstanding account balances.
- Process and remit 1099's annually
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, and processing correspondence.
- Monitor track and post entries to the bad debt account.
- Annually, identify, process and remit the City's escheat property to the State.
- Manages collection, retention, and transfer and distribution of records.
- Maintains a cumulative ledger for the finance department's record retention.
- Performs all general and customary functions necessary to manage the City's RV storage lot in accordance with the City's written policy # 10-001.
- Receives and resolve all RV Lot customer service calls & emails.
- Service as the first line of contact for new and prospective RV Lot tenants; processes new and closes out all RV Lot lease agreements.
- Opens new RV Lot accounts, reviews invoices, and processes payments.
- Run RV Lot reports for past due balances, violations, and vacancies, and forwards them to upper management/the City Attorney's Office for disposition.
- File RV Lot violations, notices, and due balance letters in their respective account file.

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- Maintain and call Residents on the RV Lot waiting list.
- Meet with residents who must come in person to sign their lease, receive the rules and regulations, provide proof of residency, and submit current & valid registration for the exact property to be stored and payment in full for the billing cycle.
- Performs monthly audits of the east and west lots.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of bookkeeping and accounts maintenance related procedures and practices.
- Knowledge of basic accounting concepts and generally accepted accounting principles.
- Knowledge of administrative support procedures and practices.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to communicate in writing and orally.
- Skill in basic mathematical functions, e.g., addition, subtraction, multiplication, division.

EDUCATION & EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. One (1) to two (2) years of bookkeeping or accounts maintenance related experience; or an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

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Acknowledgement:

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

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