

Accounting Technician



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for routine accounts-related record keeping work involving a wide variety of City functions. Areas of responsibility include, but are not necessarily limited to, accounts payable, payment processing, accounts receivable, annual unclaimed property disbursements, ~~purchase orders~~, and auditing of the parking lot accounts. Responsible for working as an RV Lot Manager. ~~The P~~osition supports department functions in various administrative tasks, e.g., answering telephones, distributing mail, and responding to customer questions and concerns.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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.

- Enters invoices and Processes payments and applies them to proper accounts, and balances payments to the general ledger.
- Performs s weekly check run and ACH run.
- Prepares s various reports documenting events and activities in area of responsibility.
- ~~Provide assistance~~ Assists with bank reconciliations and interests.
- Processes payments and applies them to proper accounts, and balances payments to the general ledger.
- ~~Provide assistance to department staff.~~
- Researches and resolves customer complaints and any inaccuracies; analyzes and reconciles outstanding account balances.
- Processes es and remits s 1099's annually.
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, and processing correspondence.
- Annually identifies, processes, and remits s the City's escheated unclaimed checks/property to the State.
- Manages collection, retention, and transfer, and distribution of records.
- Performs all general and customary functions necessary to manage the City's RV storage lot in accordance with the City's ~~written policy~~ ies # 10-001.
- Receives and resolves s all RV Lot customer service calls and emails.
- Aids year-end audit as it pertains to documentation for accounts payable and RV Storage lots

- ~~Serve~~ 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.
- Runs the RV Lot reports for past due balances, violations, and vacancies, and forwards them to upper management/the City Attorney's Office for disposition.
- Files RV Lot violations, notices, and due balance letters in their respective account file.
- Maintains s and calls s Residents on the RV Lot waiting list.
- Meets s with residents who must come in person to sign their lease, receive the rules and regulations, provide proof of residency, and submit current and 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.~~
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, and processing correspondence.
- Accesses, inputs, and retrieves information from a computer.
- Assists s Supervisor in preparing billing and notices and division functions.
- Identifies and remits unclaimed property to the State.
- Performs the administrative duties of the City's RV storage lot:
 - Meets with prospective RV lot tenants.
 - Processes lease agreements, invoices, and payments.
 - Assists in resolving tenant issues.
 - Performs monthly audits and runs monthly reports.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. ~~One to two (1-2)~~ Minimum of one years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license ~~within 30 days~~ by the date of hire.

Knowledge, Skills, and Abilities:

- Knowledge of bookkeeping and accounts maintenance-rrelated 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.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and 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.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.