

City of Lake City, FL

Classification Description

Classification Title: ACCOUNTING CLERK
Department: FINANCE ADMINISTRATION

Pay Grade: 7-2
FLSA Status: Non-Exempt

General Description

Accounting work and functions, including but not limited to, invoice payment, financial database and records maintenance. Must perform daily calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting. Master all applicable software, organizational processes and procedures. May include but not limited to, processing invoices, and online financial processes. Work is performed under the general supervision of the Finance Director.

Nature of Work

Essential Functions:

- Verifies inputs and retrieves financial data transactions in computer system.
- Calculates and prepares checks for payments of invoices, taxes and other payments.
- Performs analysis and/or reconciliation of accounts payable.
- Works with employees, customers and vendors to calculate and make adjustments to accounts to correct errors.
- Reviews the processing of payment vouchers and expenditure authorizations and compliance with organizational policies and procedures.
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable.
- Receives, records and deposits cash, checks and vouchers.
- Process transactions into subsidiary ledgers and reconciles to General Ledger.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision,

guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Ability to learn and apply the principles of accounting rules and regulations.
- Ability to skillfully operate computers and relevant software and other business machines.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Above average knowledge of Word and Excel spreadsheets.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED). Experience not required but preferred. Prefer experience with Microsoft office suite software. Must have a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to enter data at a prescribed rate of speed
- Ability to access, input and retrieve information from a computer
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to access file cabinets for filing and retrieval of data
- Types at the prescribed rate of speed

Environmental Conditions:

- Works inside in an office environment

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name: _____

Signature: _____

Date: _____

