

# Town of Lake Park



## JOB DESCRIPTION

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.

## ACCOUNTING TECHNICIAN

Department: Finance Pay Grade: 50

FLSA Status: Non-Exempt

### JOB SUMMARY

The position of Accounting Technician is responsible for performing a variety of accounting related functions including accounts payables, cashiering, reception, account receivables, lien searches, business tax licensing and purchase orders. Work is performed under the general supervision of the Finance Director with technical support from the Assistant Finance Director with limited use of independent judgment and discretion in the performance of the work.

### ESSENTIAL JOB FUNCTIONS

- Responsible for the Purchase Order System including timely receipt of requests to purchase, tracking budget availability, issue approved purchase orders, and tracking according to established Town policies & procedures.
- Process payments and cash receipts from the public, other agencies, and other departments.
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- Accounts Payable System including receipt and tracking of all invoices, processing approved invoices for payment, paying invoices, correspondence with vendors, maintaining accounts payable files according to established Town policies and procedures.
- Orders supplies for the department.
- Provide customer service and answers calls at front desk for the department.
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- Accounts Receivable System including invoicing of cost recovery, residential sanitation, rent, grant, nuisance abatements, fuel and other miscellaneous invoicing..
- Complete lien searches as back up for Sanitation.
- Business Tax Licenses including set up of approved new/revised applications, payment posting, issuing licenses, customer concerns, renewals, pre-magistrate collection calls
- Town fuel reconciliation and posting
- Postage reconciliation and posting
- Petty Cash Reconciliation
- Reconciles and closes daily cash drawer
- Reviews and reconciles accounts payable and receivable through available reports.
- Maintains Town credit cards including issuance, and closing of cards
- Completes accounts payable credit applications as needed
- Provides W-9's to customers requesting form
- Maintains vendors in accounts payable system, verifying W-9's received, changing status to inactive where appropriate. Properly vets requests for change in mailing and remittance addresses, emails & contact information.

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Accounting Technician

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- Perform other related job duties as assigned.

### QUALIFICATIONS

Education and

Experience:

- Associate's degree or equivalent in a related field required; and/or
- Two years of experience in accounting, finance, cashiering, or related field

Knowledge, Skills and Abilities:

- Ability to prepare basic financial reports using advanced computer techniques and software programs such as Microsoft Excel and Word
- Ability to establish and maintain working relationships with other employees, Town officials, customers, and the general public
- Ability to work independently with direction from others
- Ability to perform multiple tasks simultaneously

### PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: balancing, fingering, grasping, handling, hearing, lifting, mental acuity, reaching, repetitive motions, speaking, standing, talking, visual acuity, and walking.

### WORK ENVIRONMENT

Work is performed primarily indoors without exposure to adverse environmental conditions (dirt, cold, rain, fumes). Work involves extended periods of time at a computer screen.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.