



<b>Job Title:</b>	<b>Payroll/Financial Coordinator</b>		
<b>Department/Group:</b>	Finance	<b>Supervisor:</b>	Accounting Manager
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$18.88 - \$27.00 / hour	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>		<b>Date Posted:</b>	
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a> <b>Subject Line:</b> Payroll/Financial Coordinator <b>Attention:</b> Human Resources – Recruiting		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES:</b></p> <p>Professional support position involving research, report generation, monitoring capital assets, analyses, grant management and other technical work including billing and fixed asset management under the general supervision of the Accounting Manager. Highly responsible budgetary reporting requiring independent judgment and initiative within established guidelines and procedures.</p> <ul style="list-style-type: none"> <li>• Grant management and responsible for State, Federal and Local grant reporting.</li> <li>• Preparing capital budget and monitoring capital projects.</li> <li>• Assist in producing the annual budget documents and input of budget data.</li> <li>• Maintaining and monitoring capital assets and preparing reports to be included in CAFR.</li> <li>• Completing annual fixed asset inventory.</li> <li>• Maintains accounts receivable files and records.</li> <li>• Receives and resolves problems with vendor accounts and purchase orders; provides assistance to Department Head and fellow employees and vendors as necessary; verifies that payments of invoices follow City policies and procedures.</li> <li>• Billing and reconciliation of monthly invoices, verifies accuracy of general billing account numbers, verifies all proper approvals are secured. Generate and send out monthly invoices. follow up on, collect and allocate payments.</li> <li>• Carry out billing, collection and reporting activities according to specific deadlines</li> <li>• Monitor customer account details for non-payments, delayed payments and other irregularities.</li> <li>• Inputs data into the financial system for processing and/or compilation of reports and documents, etc.</li> </ul>			



- Ensures all City funds are recorded in compliance with the Uniform Accounting System as issued by the Office of the Comptroller of the State of Florida.
- Review AR Aging Report to ensure compliance and that payments are being made on time.
- Responsible for generating reports and time-sensitive quarterly fuel tax reimbursement requests for the Florida Department of Revenue Refunds Division.
- Maintain customer account details for non-payment and develop a recover system and initiate collection efforts.
- Reconcile and create journal entries for daily deposits from the Marina and Recreation Departments.
- Responsible for issuing and distributing paychecks as well as recording and maintaining employee records and payroll transactions. Preparing statements reflecting earnings, taxes, and deductions.
- Performs other job-related duties as necessary and consistent with the position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Proficient in the use of personal computer systems using Excel, Word and other similar programs in the preparation of financial reports, records and spreadsheets. Ability to prepare technical, detail oriented written specifications and documents. Ability to express information clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with agencies, associates and departmental staff. Knowledge of governmental finance and purchasing principles, practices and procedures. Ability to analyze, interpret and make decisions in accordance with generally accepted accounting principles and governmental accounting, auditing and financial reporting procedures. Knowledge of laws and regulations governing municipal financial operations and public procurement. Ability to be self-disciplined in the use of time to ensure the timely completion of all assigned activities.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree from an accredited four-year college or university, with major course work in finance or accounting and government finance experience preferred. An equivalent combination of training and experience may also be considered.
- Must be bondable.
- Able to work overtime, weekends and holidays as needed.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

- 85% of work is inside a climate-controlled building, 15% outside which includes driving.
- The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hour per day, and walking approximately one (1) hour per day.
- Work requires the ability to operate office machines, telephone, fax, scanner, photocopier, and computer and broadcast equipment.



**ADA COMPLIANCE:**

The City of Madeira Beach, 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.

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

**AA/EOE/DFWP**

Submit completed application for employment to: Human Resources Coordinator  
300 Municipal Dr. Madeira Beach, FL 33708 or [humanresources@madeirabeach.com](mailto:humanresources@madeirabeach.com)

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	