



ACCOUNTING SPECIALIST
FLSA: Non-Exempt
Grade 21 \$38,031.04 - \$60,849.67

GENERAL DEFINITION

Performs responsible and independent clerical accounting and bookkeeping duties involved in the preparation, processing and maintenance of a variety of records and financial transactions. Process, record, balance and verify a variety of accounting transactions and enters transactions into ledgers, journals and other record books. Reconciles journal entries and bank statements. Prepares periodic financial and statistical statements. Ensures adherence to generally accepted accounting principles and regulatory standards/requirements applicable to the work, as well as established policies and procedures. Essential job duties, as outlined herein, are performed according to the specific area(s) of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Prepares deposit reports for payments received for assigned functional area(s); prepares check requests and general correspondence regarding refunds for overpayments.
- Prepares bank reconciliations for City bank accounts and prepares any necessary journal entries.
- Reconciles daily deposits to cash receipts and prepares any necessary journal entries; process and deposits all revenues and miscellaneous payment/receipts.
- Processes lien search requests for outstanding special assessments; prepares release of liens upon payment in full; updates records and spreadsheet data accordingly.
- Participates in audit preparations for both internal and external audit functions.
- Processes accounts payable invoices, receive and verify invoices, maintain log of cash disbursements and other responsibilities related to the accounts payable functions.

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- Processes payroll/time sheet information into the payroll system for all departments; includes calculating retroactive pay, processing separation pay, verifying time sheets.
- Runs payroll reports; sorts, distributes and files reports accordingly; submits payroll taxes and complies with federal regulatory standards regarding payroll processing.
- Reviews information on all purchase orders prior to entry in the accounting system; upon verification enters invoices for payment processing.
- Verifies and reconciles accounts payable and payroll outstanding checks on monthly bank reconciliation.
- Updates and maintains spreadsheets and related data applicable to functional areas of assignment.
- Assists in the development, modification and implementation of policies and procedures to assure conformity and improve effectiveness and efficiency.
- Assists in other departmental responsibilities as necessary.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Receives and distributes daily mail.
- Prepares purchase orders for the Finance department.

KNOWLEDGE, SKILLS & ABILITIES

- Broad knowledge of accounting and bookkeeping principles and practices, with specific knowledge of bank reconciliation practices.
- Broad knowledge of regulatory standards governing the accounting and/or payroll processing functions.
- Ability to operate a variety of current office technologies including, but not limited to, personal computers, accounting software, copiers, telephones and calculators.
- Ability to perform numerical data entry type and maintain close attention to detail for posting, balancing and reporting accounts/payroll data.
- Ability to perform addition, subtract, multiplication, division, percentage calculations and decimal computations quickly and accurately.

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- Working knowledge of the operations, functions and policies of department within which work is to be performed.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to work independently under limited supervision on routine tasks.
- Familiarity with standard office technologies, e.g., personal computers, word processors, spreadsheet applications.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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 (5-15 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. Some tasks require visual abilities.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school or GED Certificate and 3 years progressively responsible experience accounting and bookkeeping functions for one or more of the functional areas, e.g., accounts receivable, accounts payable, payroll processing, budget. Accounting related courses in a vocational training or college environment may substitute for a portion of the required experience.

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I _____ have read and acknowledged receipt of the Job classification.

Employee signature

Date