

ACCOUNTING CLERK II JOB DESCRIPTION



JOB TITLE: Accounting Clerk II	CLASSIFICATION: Administrative Support	IMMEDIATE SUPERVISOR: Finance Director
PAY GRADE: 115	DEPT: 1300 Finance	STATUS: <u>FT</u> PT EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs routine mid-level accounting data entry and administrative duties for accounts payable and other accounting functions.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes approved vendor invoices and matches them with purchase orders and receipts.
- Processes approved check requests and invoices by data entry.
- Runs edit lists, reviews and posts to financial system.
- Prints checks on a weekly basis, obtains signatures, and distributes through the postage system to vendors and or in person to employees.
- Keeps possession of the petty cash and manages transactions while ensuring accurate recordkeeping.
- Required to be able to drive to banking facility and when needed, make deposit or other financial transactions.
- Checks accuracy and completeness of documents in order to processes checks for employee tuition reimbursements.
- Checks documentation and accuracy of training and travel/mileage reimbursements before processing checks to employees.
- Maintains and scans accurate records of payments and documentation in proper files.
- Responds to vendor and department inquiries regarding payment status and resolves any payment discrepancies.
- Runs monthly reports and reconciles accounts payable module to general ledger.
- Scans all documents to Laserfiche.
- Provides support for finance roles as needed.

OTHER DUTIES:

- Assists with annual financial audit.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma with course work in bookkeeping and/or accounting;
- At least two (2) years in bookkeeping and/or accounting, preferably with governmental accounting;
- An equivalent combination of education, training, and/or relevant experience may be considered.

Knowledge, Skills and Abilities:

- Working knowledge of clerical methods used in keeping fiscal accounts and records.
- Working knowledge of business math and bookkeeping.
- Working knowledge of governmental accounting standards and Village policies and procedures.
- Working knowledge of using a computer, printer, scanner and software such as Microsoft Office Suite, as well as enterprise-level accounting and document management systems including ERP, Laserfiche, and other related software.
- Basic understanding of Florida Public Records, Chapter 119 of Florida Statutes
- Ability to perform routine tasks involving data entry and computers.
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the general public.
- Ability to communicate effectively orally and in writing.
- Completion of NIMS ICS Training as required

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, listen and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down.

Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead, and turn fully from a fixed stance. Employee must be able to drive a Village vehicle.

TOOLS & EQUIPMENT USED:

Computer, printer, scanner, calculator, copier, and other associated equipment. Specific computer software such as Microsoft Office, Laserfiche, current ERP system, and other miscellaneous programs.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and may be occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals inside and outside, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; criminal, DMV, and credit background, oral interview, and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

Created 9-2-05; Revised 07-23-07; 08-07-08; 11-5-15; 09-25-19; 10-04-24; 10-1-25