



The City Beautiful

City of Coral Gables Job Description

Job Title: Accounting Clerk II
Department: Finance
Classification: 0302
Pay grade: 13C
FLSA: Non-exempt

Prepared Date: 9/2013
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Summary

Responsible accounting, bookkeeping and clerical work in the performance of accounts payable, cashier, and accounts receivable functions.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Posts and maintains journals, ledgers and other record books. Enters data into computer and runs required reports to summarize, track, verify, reconcile, and balance data. Maintains and updates computer files for accounts receivable, cashier, accounts payable, and property records.

Researches and compiles data. Calculates figures.

Communicates with other departments, companies and the general public. Answers questions, researches information, provides assistance, and responds to complaints and customer problems.

Performs clerical duties. Prepares records for scanning. Prepares requisitions for office supplies, forms, checks and other items. Maintains files, types, and operates other office equipment.

Processes invoices for payment. Verifies information, approvals and codes.

Processes final payments. Ensure proper account funds are available and deadlines are met.

Performs cashier duties. Receives payments, makes deposits, and reimburses petty cash funds. Enters data into cashiering system and prepares deposit slips and daily work files as necessary.

Processes billing. Determines and updates billing schedules, computes charges, follows-up on payments submitted on-line.

Receives and processes various applications (Business Tax Receipt, Alarm Permit Fees, special event permits, solicitation permits, etc.). Ensures that requirements are met, procedures followed, and necessary documents and payments are received.

Serves as back-up to Mail Clerk/Driver, Cashier, and Receptionist, and performs related duties.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of bookkeeping, accounting, and cashiering principles and procedures. Knowledge of legal, administrative, and departmental procedural regulations applicable to accounts receivable and accounts payable. Knowledge of office practices, methods and procedures. Ability to interpret and apply applicable laws. Ability to make arithmetic computations rapidly and accurately. Ability to maintain detailed records, conduct research and organize data. Ability to use computer system, calculator, typewriter, and other office equipment. Ability to deal effectively with all levels of employees, business contacts, and the general public. Ability to work independently.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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

Minimum Education and Experience

High school graduate or equivalency diploma with courses in bookkeeping or accounting.

Two (2) years experience in bookkeeping or accounting.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida driver's license.