



CLASSIFICATION DESCRIPTION

TITLE: ACCOUNTING TECHNICIAN

JOB CODE: 8 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the job is to perform routine accounting and general administrative support work according to generally accepted standard accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function at entry staff level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes posting, data entry, maintenance and reconciliation tasks relevant to assigned functional areas, e.g., accounts payable, accounts receivable, payroll, accounting records and reports, and general administration.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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.

- Performs entry level accounting support work according to generally accepted standard accounting principles and regulatory requirements applicable to the work; performs general clerical work according to established administrative procedures and departmental guidelines.
- Performs a variety of essential record keeping duties, and maintains department record keeping and filing systems and relevant materials appropriate to assigned unit, e.g., payroll, accounts payable, accounts receivable, utility billing and collections, departmental files, accounting data.
- Receives and performs data entry tasks for various accounts payable and/or receivable functions, e.g., invoices, purchase orders, billings, payroll, receipts, and payments.
- Performs bookkeeping, scanning, data entry, and maintenance tasks relevant to assigned functional areas, e.g., billing, invoices, accounting records and reports.
- Performs verification and reconciliation tasks for invoices/receipts/balances according to department checks and balances procedures.
- Maintains, updates and reconciles various logs, reports, ledgers, files, databases, and spreadsheets.

- Generates and assists with various system reports and receipts using Microsoft Word and Excel, e.g., billing, payroll processing, personnel accounting processing, insurance billings.
- May perform a variety of office related functions, including preparing permits, correspondence, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Serves as a member of various employee committees.
- Coordinates activities with other departments and work groups as needed.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by two (2) years experience in accounting work, e.g., processing invoices and requisitions, budgeting, payroll processing, payments, stop payments, maintaining general ledger accounts; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Knowledge of generally accepted standard accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Ability to understand and follow pre-established State, Federal and City policies, procedures and regulatory requirements applicable to the work.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relationship with other employees.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.