

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Accounting Technician
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs intermediate-level technical or specialized work in the Finance and Administrative Services department. Performs routine accounting and administrative work in accounts payable, accounts receivable, payroll and general administration. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Manages all incoming invoices and verifies new vendor requests
- Reviews, reconciles, and processes invoices for payment in accordance with Accounting and Purchasing Policies and Procedures
- Reviews and processes card payments in accordance with Accounting and Purchasing Policies and Procedures
- Actively follows up on outstanding accounts payable and p-card items with Departments
- Prepares and submits annual 1099 forms in accordance with Internal Revenue Service (IRS) requirements
- Researches, implements, and ensures the City's adherence to all IRS requirements related to Accounts Payable and 1099 processing
- Prepares the purchase order rollover listing annually
- Reviews daily bank transactions and prepares supporting documentation on daily cash receipts
- Processes online payments as necessary
- Administers the AFT (Automatic Funds Transfer) Program for Utility Billing
- Assists in the annual budget preparation and reviews the proposed and adopted budget, including proofreading, printing, and providing support to all departments
- Assists in the annual audit process
- Provides customer service via walk-in or telephone for Utility Billing customers
- Researches and implements system updates and process improvements
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness
- Completes assigned work within deadlines in accordance with directives, City

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policies, standards and prescribed procedures

- Performs Accounting Clerk and/or Staff Assistant (or similar position's) duties in his or her absence, as needed
- Performs related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two (2) or more years of experience in accounting or finance related duties, preferably with a governmental or non-profit agency or with an agency that provides governmental accounting services; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounting principles, established procedures, departmental guidelines, and regulatory requirement applicable to the work
- Working knowledge of financial accounting software packages
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to use critical thinking skills to arrive at solutions and suggest process improvements
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date