

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior-level technical or specialized work in the Finance and Administrative Services department. Performs complex accounting support services, such as journal entries, reconciliations, accounts payable and accounts receivable, payroll, and general administration. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

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.

General Duties and Responsibilities

- Audits accounts payable invoices and checks
- Manages the miscellaneous accounts receivable process
- Assists in the annual budget preparation; reviews the proposed and adopted budget including proofreading, printing, and providing support to all departments
- Prepares periodic utility, financial, statistical, or operational reports as assigned, including the Popular Annual Financial Report and various sections of the Annual Budget and Comprehensive Annual Financial Report.
- Reconciles health and benefits provider invoices with City benefit data and resolves billing errors and discrepancies with providers.
- Cross-trains to learn and carry out other entry level accounting functions and provides back-up support to other accounting technician, administrative assistant, and accounting clerk.
- Prepares and posts standard journal entries into the financial software system; reconciles, generates, posts, scans, and files journal entries
- Balances daily cash receipts; examines receipts for accuracy and completeness; resolves and/or assists in resolving deposit discrepancies; assists in preparing daily bank deposit; imports, reconciles, and posts reports to the general ledger; and reconciles daily cash receipts with bank activity
- Reconciles and prepares periodic payments for building fee surcharges, unemployment tax, and sales tax
- Prepares various internal and external reports, including Quarterly Fuel Use Tax Return, Florida Department of Financial Unclaimed Property Report and the

CITY OF COCONUT CREEK JOB DESCRIPTION

Equitable Sharing Agreement and Certification Form

- Participates in various process improvements and assists professional accounting and budgeting staff as needed
- Assists in the annual audit process
- Performs related duties as assigned and/or required

In addition to the general duties and responsibilities listed above, this position serves as the primary back-up for payroll and accounts payable personnel, and assists with the workload as necessary, which includes the following essential duties and responsibilities:

- Reviews employee timesheets and identifies and works with appropriate department/s and/or supervisor to resolve timesheet discrepancies
- Enters data in the payroll system and verifies, audits, edits and prepares bi-weekly payroll and maintains payroll records
- Generates, reviews and reconciles payroll reports to ensure accuracy and completeness of payroll and deductions
- Transmits direct deposit information and distributes checks and direct deposit advices according to current policies and procedures
- Enters employee transaction information in the payroll system as necessary.
- Interprets and applies the pertinent sections of the FLSA, collective bargaining agreements, contracts, and state and federal laws and regulations
- Prepares, reviews and reconciles quarterly and annual payroll tax reports, including generating, reviewing and distributing W-2s and corresponding reports within mandated time frames
- Performs other payroll related duties as assigned and/or required
- Reviews, processes, inputs and, as approved, prints and distributes checks for payment of vendor invoices
- Contacts vendors with questions and/or responds to vendor inquiries and concerns
- Distributes vendor invoices for approval; inputs approved invoices; prepares weekly check registers and manual checks as approved
- Reviews and processes all purchasing card transactions, including reconciling the monthly statement
- Ensures adequate internal control procedures are adhered to.

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by three (3) or more years' experience in an accounting or finance position, preferably with a governmental or non-profit agency or with an agency that provides governmental accounting services; technical training in bookkeeping or accounting procedures required; or an equivalent combination of education, certification, training, and/or experience.

CITY OF COCONUT CREEK JOB DESCRIPTION

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 perform arithmetic computations accurately and quickly
- Ability to complete basic account reconciliations
- 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 improvements to processes
- 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