

Accounting Technician Job Description

GENERAL FUNCTION

This position is responsible to the Assistant City Manager in the performance of accounting support and administrative work in the preparation, processing, maintenance and verification of accounting documents and records, such as payroll, accounts receivable/payable, business licenses, utility billing, and performs related duties as assigned.

RESPONSIBILITIES

Audits cash drawer daily and reconcile weekly.
Prepares daily bank deposits.
Reviews employee timesheets and process bi-weekly payroll.
Transmits direct deposit information.
Prepares and process Purchase Orders.
Maintains Grant files and financial data.
Processes vendor payments.
Generates financial, statistical, or budgetary reports.
Maintains records of financial transactions of ancillary and special projects.
Assists Auditor staff during annual audit of accounting records and financial statements.
Generates monthly water usage reports.
Assists the public in completing various City applications and forms.
Searches databases, records, and files to retrieve information.
Responds to departmental and public inquiries relating to area of responsibility.
Assists in preparing Commission packets and setting up Chambers for meetings.
Assists Utility Billing Clerk as required.
Assists City Manager in times of declared emergencies or crises to provide emergency management services to the city.
Assists in cross training other personnel in performance of these duties.
Other duties as designated by management.

Supervision Received

Works under the general supervision of and reports directly to the Assistant City Manager.

Supervision Exercised

N/A

Desired Minimum Qualifications

High School Diploma or GED plus five years of documented accounting or bookkeeping experience.
Knowledge of advanced accounting principles, practices, and account auditing.
Posses a valid Florida Driver's License.

Excellent written, verbal and organizational skills.
Ability to resolve conflict in customer complaints and maintain positive customer relations.
Strong analytical and interpersonal skills.

Tools and Equipment Used:

Computer programs include: Excel, Word, Accounting software, and other standard computer equipment.

Work Environment

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.

The City of Archer is a "Drug Free" workplace. Any use of illegal drugs by City of Archer employees will not be tolerated.

The noise level in this environment is usually moderate.

Selection Guidelines

Successful completion of State and Federal background checks are required for employment.

Formal application, review of education and experience, oral interview and reference check; job related tests may be required.

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 for the position.

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

Employee Certification

Employee Name (Printed) _____

I, the undersigned employee of the City of Archer, Florida, hereby acknowledge that I have completely read the above job description addressing my specific job, and that I have a thorough understanding of all the stated requirements and specifications. If I should ever not completely understand my job description, I acknowledge that I am responsible for seeking clarification from the City Manager who is the sole authority on the matter.

Employee's Signature _____ Date _____