



The City Beautiful

City of Coral Gables Job Description

Job Title: Senior Accounting Clerk
Department: Finance
Classification: 0304
Pay grade: 16E
FLSA: Non-exempt

Prepared Date: 7/08
Approved By:
Approved By:

Summary

Supervises and participates in the performance of bookkeeping, accounts payable and cashier functions; performs clerical and cashier duties.

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.

Supervises and trains accounting clerks performing cashier and accounts payable functions. Reviews and assigns work. Provides technical direction and assistance in resolving problems.

Performs accounts payable duties.

Maintains accounts payable vendor files in accordance with the State of Florida Records Retention Schedule.

Processes accounts payable and enters data into computer and runs accounts payable checks and required reports to summarize, track, verify, reconcile and balance data.

Processes short form requisitions for payment.

Processes bond deposit refunds and enters data into system.

Posts and maintains journal, ledgers and other records. Researches and compiles data. Calculates figures.

Communicates with other departments and the public. Answers questions, acquires information, provides assistance, receives complaints and resolves problems.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, techniques, and legal requirements of bookkeeping, accounting and cashiering. Knowledge of department policies and procedures. Knowledge of computer application programs required for the position, to include Excel and Word. Ability to prepare financial and statistical reports and statements. Ability to supervise, train, delegate and provide technical direction. Ability to maintain detailed records. Ability to conduct research and compile data.

Ability to make mathematical calculations. Ability to operate computer, calculator and other office equipment. Ability to communicate professionally with City employees and the public. Oral and written communication skills. Mathematical and organizational skills.

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, copies 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 diploma or equivalent with course work in accounting or bookkeeping.

Four (4) years of progressively responsible experience in bookkeeping and accounts payable, to include supervision.

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

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License