

Position Description: Accountant

Classification Identification: Non-Exempt / Bargaining unit

Pay Grade: Five (5) (as per FOP CBA)

General Purpose

The Accounts Payable Accountant is responsible for managing the accounts payable process, the P-Card process, ensuring timely and accurate processing of invoices, managing vendor relationships, and maintaining accurate financial records according to all local, state, and federal laws. The ideal candidate will possess a strong attention to detail, excellent communication and interpersonal skills, and a solid understanding of accounting and financial principles.

Essential Duties and Responsibilities

- Process and code invoices, ensuring accuracy and timely payment.
- Performs incidental clerical work in connection with accounts maintained such as typing reports, accounting statements, and form letters.
- Furnishes information to the public on a variety of routine matters related to accounts maintained.
- Reconcile vendor statements and resolve any discrepancies.
- Review and process employee expense reports.
- Review and help administer the Village P-Card program.
- Maintain accurate and up-to-date records of all accounts payable transactions.
- Prepares 1099 forms and 1096 annual report.
- Inputs and processes checks, invoices, purchase orders and accounts payable.
- Maintains check registration and associated reprints.
- Assist with month-end closing processes and provide support for audits.
- Summarizes and transmits receipts for various permit fees and municipal revenues.
- Balances cash receipts, disbursements and other applications on a daily and monthly basis and post appropriately.
- Classifies receipts and expenditures according to The Florida Uniform Accounting Classification System.
- Maintains general and subsidiary revenue and expenditure records, sorts, proofs and post entries from supporting records, making adjusting entries, balancing against other records and preparing reports for such records.
- Prepares monthly reports showing encumbrances and expenditures for each fund on a comparative basis for review by department head. Prepares other departmental reports as may be required.
- Assists in preparing schedules, graphs, worksheets, printing and assembling the annual budget.
- Checks payroll time sheets and codes for individual employees.
- Work closely with internal departments and external vendors to resolve any payment issues or discrepancies.
- Advises department head on any computer or operational problems.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

- Excellent knowledge of accounting regulations and procedures, including Generally Accepted Accounting Principles (GAAP), Florida Statutes, and Municode.
- Experience with general ledger functions.
- Strong attention to detail and good analytical skills.
- Intermediate MS Excel Skills.
- Knowledge of business mathematics and English.
- Ability to operate a computer terminal at a reasonable rate of speed when required.
- Ability to maintain effective working relationships with employees and the public.
- Physical ability to perform duties.
- Ability to operate a 10 key calculator efficiently.

Desired Minimum Qualification

- A Bachelor's Degree in Accounting, Finance or other related field.
- Four (4) years' experience in bookkeeping/accounting work or an equivalent combination of education and experience in the bookkeeping/accounting field.
- Village Manager at his discretion may choose to mitigate education requirements with experience.

Tools and Equipment Used

- Typewriter, computer including word processing, spreadsheet, data base, 10-key calculator, telephone, copy machine, fax machine, and survey equipment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

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