ACCOUNTING CLERK II
JOB DESCRIPTION

JOB TITLE: Accounting Clerk II	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Assistant Finance Director
PAY GRADE: 16	DEPT: Finance	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Performs routine as well as complex accounting, data entry and clerical tasks. Responsible for accounts payable.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Compares invoices with purchase orders.
- Processes check requests and invoices by data entry.
- Runs edit lists, posts to system.
- Prints checks and obtains signatures, burst and distributes through mail to vendors.
- Handles and maintains petty cash.
- Maintains records of payments in proper files.
- Handles inquiries from vendors and departments on payment status or discrepancies that may occur.
- Runs monthly reports.
- Scans all documents

OTHER DUTIES:
- Assists with annual audit.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:
Education and Experience:
- High school diploma with course work in bookkeeping and/or accounting;
- At least two (2) years in bookkeeping and/or accounting, preferably with governmental accounting;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:
- Working knowledge of clerical methods used in keeping fiscal accounts and records.
- Working knowledge of business math and bookkeeping.
- Working knowledge of governmental accounting standards.
- Ability to perform routine tasks involving data entry and computers.
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the general public.

- Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS: None.

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, talk, 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, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

TOOLS & EQUIPMENT USED:
Computer, printer, scanner, calculator, adding machine, copier, typewriter, and other associated equipment.

ENVIRONMENTAL CONDITIONS:
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. While performing the duties of this job, the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet when in the office.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

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 to the position.

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

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