CITY OF POMPANO BEACH **JOB CODE 190**
CLASS DESCRIPTION

ACCOUNTING CLERK II

GENERAL
Advanced clerical/bookkeeping work involving the application of accounting principles in the processing and maintenance of fiscal records in the Finance Department, primarily related to the accounts payable processes.

EXAMPLES OF ESSENTIAL DUTIES
The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Audits purchase orders, writes-up and inputs purchase orders for payment.
- Conducts routine pre-audits of a variety of records by examining, verifying, and reviewing accounts, invoices, bills, vouchers, and records.
- Prepares invoices for payment.
- Creates folders and maintains files of records of expenditures.
- Assists in other bookkeeping functions, such as maintaining files and the preparation of daily accounting reports.
- Prepares and compiles figures for special and periodic reports.
- Processes and posts invoices.
- Processes purchase order payments.
- Processes and assembles data for computer input.
- Balances detailed accounts.
- Reconciles work sheets.
- Coordinates the processing of payments with City Departments.
- Handles vendor inquiries.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES
- Knowledge of governmental accounting principles.
- Knowledge of MS Excel, MS Word and Outlook email, Sungard/HTE Rectrac, or other accounting software.
- Able to work under minimal supervision.
- Ability to exercise independent judgment in solving most problems.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to follow and understand oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. At least three (3) years experience in accounts payable and/or the maintenance of fiscal records. Lean Six Sigma White Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma White Belt certification within 1 year of hire, if not already obtained.

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

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 the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 09/22
Bargaining Unit: Non-Bargaining
FLSA: Non-Exempt
Classification: 19/50
Location: Finance
GERS: Regular Class