



## CITY OF ST. AUGUSTINE BEACH POSITION DESCRIPTION

POSITION TITLE: Finance Clerk

DEPARTMENT: Finance/Administration

REPORTS TO: Finance Director

EXEMPT: No

### MAJOR FUNCTIONS:

Perform accounting and clerical functions for the day-to-day operations of the Finance Office as well as offer support for the City Manager's Office. Work is performed under limited supervision; attention to detail is imperative.

### DUTIES AND FUNCTIONS:

Verify extensions and totals on invoices prior to data entry.

Data Entry.

Verify account coding of invoices and purchase orders.

Verify that purchasing policies have been adhered to by other departments, inform Finance Director of any deficiencies.

Responsible for accounts payable including input into computerized financial software system, printing checks bi-weekly, filing invoices after checks have been processed for mailing.

Process bi-weekly payroll.

Enter cash receipts into financial software system as needed.

Complete monthly billing for commercial solid waste and recycling customers.

Track residential and recycling customers and issue monthly report to Finance Director for submission to recycling contractor.

Ensure compliance with internal controls and report any non-compliance to Finance Director.

Reconcile balance sheet accounts on a monthly basis.

Assist Finance Director with the updating and/or development of financial policies and internal controls.

Assist Finance Director with the preparation of monthly financial statements, as well as materials needed for the year-end audit.

Assist Finance Director with annual budget preparation.

Assist with random audits of Petty Cash and Capital Assets.

Assist Finance Director with Capital Asset tracking and control.

Assist City Manager's office staff on an as needed basis.

Perform operational duties in the absence of the Finance Director.

The ability to work in a constant state of alertness and safe manner.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Associate degree in accounting or related field along with three-plus years' experience in the bookkeeping or accounting fields, possession of a valid Florida Driver's license is required.

**SKILLS AND ABILITIES:**

Must be proficient in all Microsoft Office programs as well as possess some knowledge of accounting software or the ability to learn. Must be able to operate a ten-key calculator by touch and type 45 wpm.

**PHYSICAL DEMANDS:**

Must possess the manual dexterity to operate the equipment and machines required to carry out responsibilities and assigned tasks, as well as have the ability to communicate in the English language clearly to the public and to other employees, either in person or over the telephone.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of St. Augustine Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**EMPLOYEE SIGNATURE**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City of St. Augustine Beach.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)