

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 191

ACCOUNTING CLERK III

GENERAL

Highly specialized and complex accounting and clerical work performed under general supervision in the Finance Department. Minimal supervisory roles are required in this position.

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 cash payment requisitions; prepares cash payments for travel; audits travel forms; posts journal entries; post budget adjustments; property control and special assessments.
- Keeps records on all special assessment projects.
- Issues statements to affected property owners.
- Assigns a lien number to each affected property owner and maintains payment records.
- Works with property control to verify that statements are returned to establish correct property ownership.
- Prepares monthly balance sheet on each special assessment account.
- Verifies accuracy against data processing records.
- Prepares all accounts payable checks for legal and classified advertising done by the City.
- Receives and audits completed departmental time sheets.
- Inputs hours for vacation, sick leave, overtime and all other exceptions to regular hours worked for each employee.
- Balances hours input to hours reported.
- Processes checks through signature machines and distributes.
- Inputs personal data to reflect new deductions or changes, salary rates, and status adjustments for current pay period.
- Reviews edit print out from data processing to insure correctness of entries.
- Prepares checks for payment of deduction registers.
- Transfers funds through journal vouchers.
- Processes tax levies against employees.
- Reviews and calculates payouts, termination, and retirement transactions.
- Projects annual salaries for budget preparation.
- Computes and posts annual interest to individual employee pension accounts
- Distributes annual W-2 forms, balances Annual Incentive Monies due and paid.
- Supervises the Accounting Clerks II during payroll processing on as needed basis.
- Does the Clerk III serve as a back-up to any higher positions?
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles, practices and procedures and their application to bookkeeping systems.
- Knowledge of standard office practices and procedures.
- Knowledge of the laws, rules, and regulations relating to financial records.
- Knowledge of data processing systems and procedures (including MS Excel).

- Advanced knowledge of MS Excel
- Knowledge of MS Word and Outlook.
- Accurately maintain and keep records and prepare statistical reports and analyses.
- Operation of standard office and accounting machines.
- Train and supervise new accounting clerks as required.
- Establish and maintain a good working relationship with City employees and the general public.
- Exercise independent judgment in solving most problems.
- Calculate mathematical functions with reasonable speed and accuracy.
- Follow and understand oral and written instructions.
- Effectively communicate orally and in writing.
- Ability to multitask, prioritize, and organize in a stressful environment.
- Able to work under minimal supervision.
- 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 possession of an acceptable equivalency diploma, which included or was supplemented by advanced course work in bookkeeping and/or accounting principles and practices. Considerable experience in the bookkeeping and clerical operations of finance or accounting function, including the maintenance of fiscal records.

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 technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to sit while using a computer for long periods of time.

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

Rev. 12/16

Bargaining Unit: Non-Bargaining

FLSA: Non-Exempt

Classification: 21/50

Location: Finance Department

GERS: Regular Class