

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 190**

**ACCOUNTING CLERK II**

**GENERAL**

Advanced clerical/bookkeeping work involving the application of accounting principles in the keeping of fiscal records.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or 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 in the preparation of daily accounting reports. Compiles figures for various reports. Prepares necessary reports. Processes and posts invoices. Processes and assembles data for computer input. Balances detailed accounts with control. Processes purchase orders.

Maintains payroll records, time sheets, and sick leave records. Codes pay and time sheets according to system in operation. Reconciles work sheets. Prepares special and periodic reports. Answers questions and verifies payroll information.

May perform various personnel record keeping activities.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

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 communicate effectively orally and in writing. Ability to establish and maintain a good working relationship with city employees and the general public.

**MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D. Experience in bookkeeping and/or 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 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, sitting, standing, pushing, and pulling. Sedentary position. The noise level in this environment is usually quiet in an inside office setting.

## **SPECIAL REQUIREMENTS**

None.

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