

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 191**

**ACCOUNTING CLERK III**

**GENERAL**

Highly specialized and complex accounting and clerical work. Work is performed under general supervision.

**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 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 and issues statements to affected property owners. Assigns a lien number to each affected property owner and maintains payment records. Checks with property control if statements are returned to establish correct property ownership. Prepares monthly balance sheet on each special assessment account and 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, 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. May supervise Accounting Clerks during payroll processing. 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.

Ability to accurately keep records and prepare statistical reports and analyses. Ability to operate standard office and accounting machines. Ability to train and supervise new accounting clerks as required. Ability to establish and maintain a good working relationship with city employees and the general public.

### **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 a finance or accounting function.

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.

### **SPECIAL REQUIREMENTS**

None.

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