

CITY OF MARCO ISLAND, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTING SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to compile data from vendors' invoices and supporting documents in order to verify accuracy of billing data and to ensure all bills/invoices are paid in a timely and efficient manner.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes invoices, purchase orders, and requisitions for payment; ensures that payments are made on time with any discounts taken and proper coding.

Creates Accounts Payables Packets, which includes the accurate input of all manual checks; balances packets.

Creates Budgetary accounts Packets, which includes the input of all manual checks; balances packets.

Prepares the monthly check register balancing it with manual and computer checks.

Verifies vendor invoices for accuracy of information.

Reconciles vendor statements.

Maintains paid invoice files.

Prepares 1099s for vendors at the end of the calendar year.

Prepares the Accounts Payable Listing and the Fixed Assets Files at the end of the fiscal year.

Operates a personal computer, calculator, electric typewriter, printer, copier, binder, postage meter, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Provides assistance with other activities such as answering phones, substituting for other departmental personnel, writing pay checks, assisting with payroll, proofreading, keypunching, ordering checks and miscellaneous office supplies, taking mail to the Post Office.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School diploma or G.E.D.; vocational or technical training in Business Administration or Accounting; one to two years of experience in general office procedures and accounting practices; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Marco Island 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.