

BAL HARBOUR

- V I L L A G E -

Position: Accounting Clerk

Salary: entry \$40,000 (Full-time, Exempt)

Reports to: Finance Director

Supervises: N/A

Summary: The Accounting Technician performs a variety of accounting work involving the maintenance of financial records, reports, and customer service duties.

Essential Duties:

- Accounts payable functions to include reviewing invoices for correct accounts, budget and departmental approval, inputting invoices into system, cutting and posting checks and cash disbursements, with a focus on accuracy and timeliness.
- Prepares vouchers for payment and maintains voucher register.
- Schedules preparation of invoices in order to take advantage of discounts for prompt payment.
- Maintains financial management system accounting records involving varied but routine bookkeeping operations in posting and balancing journals, ledgers and other records.
- Charges expenditures to disbursement journals; extends, proves and assembles expense records; verifies non-duplication of payments and reconciles vendor statements to payments.
- Maintains, invoice, disbursement or control accounts; balances accounts and prepares routine reports; takes trial balances.
- Classifies receipts and expenditures according to standard accounting classifications and GAAP principles.
- Counts, proves, records and prepares reports on daily cash receipts; posts to cash ledgers; prepares daily bank deposit; reimburses concession managers for cash disbursements; prepares reports on daily cash disbursements and posts to disbursement journal.
- Counts, proves, records, files, and prepares employee payroll and related reports on retirement and deferred compensation plans.
- Pre-audits fiscal documents for completeness, accuracy and compliance with defined departmental accounting procedures.
- Compiles figures for use in preparation of preliminary budgets.
- Maintains time, material and equipment rental cost account records for capital improvement and maintenance projects. Reviews expenditures for capitalization requirements.
- Prepares correspondence to actively follows up on receivables.
- Fields telephone inquiries and provides customer service.

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- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Experience with accounting and financial management systems a plus.
- Knowledge of bookkeeping, accounting, and cashiering principles and procedures.
- Proficiency in Microsoft Word, Excel, Outlook.
- Ability to work independently and collaboratively on complex assignments and to analyze a wide variety of data.
- Ability to establish and maintain effective working relationships with coworkers, other Village departments, peers, and the general public.
- Ability to communicate effectively, both orally and in writing.

Minimum Requirements:

Working toward a Bachelor's Degree in Accounting, Finance, Business or Public Administration and three to five years of work experience in general accounting, bookkeeping, audit procedures, and/or customer service.

Bal Harbour Village provides a competitive benefits package, pension, and room for career advancement.