

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT - AP

DEPARTMENT: FINANCE

GENERAL DESCRIPTION:

Under general supervision, performs a variety of professional activities and moderately complex and technical accounting functions.

ESSENTIAL JOB FUNCTIONS:

1. Maintains accounts payable system and vendors including ACH authorizations.
2. Prepares departmental invoices for payment including recurring edits, FSA, tuition reimbursements, and eye benefits.
3. Reviews departmental edits. Verifies that payment requests are in accordance with City Codes and Federal and State Statutes, confirms that amounts are accurate, that general ledger account codes and dates are appropriate, that required original lien releases are received as necessary, and that appropriate authorizations are documented.
4. Maintains vendor reconciliations of complex invoicing.
5. Maintains lease purchase agreement payments for debt schedule.
6. Communicates with other department personnel as well as with vendors.
7. Processes bi-weekly accounts payable checks and ACH direct deposits including upload to bank for positive pay and reconciliation of accounts payable processing to general ledger upload.
8. Cross-trained to perform Payroll, Fixed Assets, and Cash Receipts functions.
9. Participates in annual audit and budget preparation.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to carry out instructions delivered orally, in writing, or in diagrammatic form.
- Ability to provide a moderate degree of computer knowledge.
- Ability to operate typical office machinery including facsimile, scanner, typewriter, copier, postage meter, and adding machine at a moderate rate of speed.
- Ability to provide accurate payment of vendors in a timely manner.
- Skill in preparing reconciliations and reports.

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EDUCATION AND EXPERIENCE:

Graduation from an accredited four year college or university with a Bachelor's Degree in Accounting or a related field. Three (3) to five (5) years of accounting experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Must be adaptable to work under minimal levels of stress.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)