

West Florida Regional Planning Council

Job Description

JOB TITLE: Accounting Clerk III
ROLE & LEVEL: A3
TRAVEL: 0-10%

REPORTS TO: Deputy Executive Director
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

Performs senior level administrative accounting work for the West Florida Regional Planning Council (WFRPC). Supports accounting operations by filing documents, reconciling statements, and running software programs. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Creates accounts receivable invoices for various programs and projects, as needed; works cooperatively with other staff to have the head of the organization/program review and sign invoices
- Scans and creates supporting documentation for accounts receivable invoices; reconciles invoices
- Works directly with the appropriate funding agency staff with regards to invoice submissions and questions
- Enters reports and salary transfers in the appropriate accounting software; reviews reports for accuracy
- Inputs electronic payments into database; balances electronic payments against bank statements
- Completes bank deposits by running hard copy checks through appropriate computer software system and inputs cash receipts into database or spreadsheet
- Answers vendor calls and/or calls vendors regarding questions on invoices (i.e. taxes, late or incorrect charges, etc.)
- Applies thorough knowledge and advanced skills to resolve complex problems independently
- May perform back-up duties for other positions within the work group
- Pulls information for annual audits as requested
- Reconciles inventory items against inventory listing
- Runs general ledger detail or summary reports for management or program staff as needed
- May modify processes to resolve situations
- Accounts Payable duties

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by three (3) or more years' progressively responsible administrative accounting experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

West Florida Regional Planning Council

Job Description

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Associate's degree in accounting or related field

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of accounting principles and practices and the analysis and reporting of financial data
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Skill in the use of specific accounting and payroll software
- Ability to exercise good judgment and maintain confidentiality in maintaining sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to establish, organize, and maintain a variety of specialized files and records
- Ability to manage multiple priorities to ensure that deadlines are met

PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

SALARY:

Salary range starts at \$15.38 hourly. Actual offer will be based on individual qualifications and funding.

HOW TO APPLY:

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free & Tobacco Free Workplace.