



# THE TOWN OF EATONVILLE

## Job Description

**Division/Department: FINANCE**

**Location: TOWN HALL**

**Job title: ACCOUNTING CLERK**

**Reports to: KATRINA GIBSON**

**Title: FINANCE DIRECTOR**

**Level/Grade: K-11**  
**POSITION# 513**  
**SALARY- \$24,200-\$36,300**  
**Hour-ANNUALLY**

**Type of position:**  
 **Full-time**  
 **Part-time**  
 **Contractor**  
 **Intern**

**Hours: 40/per week**  
**Exempt**  
 **Non-exempt**

### **POSITION SUMMARY:**

Performs routine accounting work including; calculating, posting, maintaining accounting records, bookkeeping, bank reconciliation, and verifying financial data. Work is reviewed through observation, conferences, and evaluation of results achieved.

**ESSENTIAL JOB FUNCTIONS-** \* Prepares daily bank deposit and verifies fund receipts. \* Compile, review, verify and prepares payroll and various payroll deposits and payments. \* Review and analyze purchase and check requests to ensure compliance with set procedures and established budgets. \* Prepare general clerical work and bookkeeping entries. \* Utilize computers and accounting systems and work within an automated data processing environment. \* Process, maintain and file all personnel documentation. \* Support back-up for Utility Billing and Postal Clerk due to absence and during scheduled lunch hour. \* Responsible for handling bid documents, maintain vendor files, purchase orders, and reasonable quotes for all vendors, to ensure we are receiving the best prices on operational items. \*Prepare small account bank reconciliations. **(NOTE):** The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**KNOWLEDGE ABILITIES AND SKILLS:** General knowledge of financial record keeping principles, practices, and methods. \* General knowledge of accounting practices. \*General knowledge of governmental financial and accounting practices and the laws, rules and regulations applicable to municipal government record keeping. \*Knowledge of organizational operations and procedures. \*Ability to operate office accounting hardware and software. \*Ability to exercise judgment and discretion in applying and interpreting organizational rules, regulations, policies and procedures. \*Ability to maintain complete and accurate records. \*Ability to perform basic accounting and financial work. \*Ability to establish and maintain effective working relationships with employees and the public.

Deadline to apply is: 11/29/2019

Apply to: [kgibson@townofeatonville.org](mailto:kgibson@townofeatonville.org)

Town of Eatonville

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