



# Town of Melbourne Beach

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## POSITION: **FINANCE CLERK**

**JOB SUMMARY: Full Time Position.** This position requires a highly organized, detail oriented, self-starter with knowledge of general government accounting principles. Must have the ability to develop detailed spreadsheets, provide data entry for accounts payable and accounts receivable, analyze monthly expense and revenue accounts for financial reporting, prepare complex and detailed monthly reports for Federal and State of Florida agencies. Must be able to work independently and under pressure to meet strict reporting deadlines. Position reports directly to the Finance Manager.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist the Finance Department including but not limited to:
  - Processing accounts payable.
  - Processing accounts receivable.
  - Perform monthly bank reconciliations and make bank deposits.
  - Manage and reconcile petty cash.
  - Prepare monthly, quarterly and annual reports.
  - Assists in addressing employee benefits and pension concerns/questions.
  - Process payroll and all related functions of payroll.
  - Makes journal entries in general ledger.
  - Assist Finance Manager in the preparation of annual Town financial audit.
  - Assists Town Manager in administration of Grants.
- Provides prompt and informed customer service to the public.
- Ability to gain understanding of each departmental operation in Town Hall.
- Maintain professionalism in all correspondence at all times.
- All other duties as assigned.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general bookkeeping procedures.
- Ability to learn and understand government accounting codes.
- Must be able to work under pressure and meet required deadlines.
- Ability to produce detailed spreadsheets.
- Ability to work independently.
- Must be organized and provide attention to details.
- Ability to learn and use other software programs related to municipal finance.
- Computer proficiency with Microsoft Word, Excel, and Outlook.
- Ability to communicate effectively orally and in writing.

- Ability to learn and understand Town policies, procedures and Ordinances.
- Knowledge of general office procedures.
- Ability to maintain effective, cordial, working relationships with other employees and the general public.
- Ability to work evenings and weekends as required.

**SUPERVISORY CONTROLS:** The Finance Manager will assign work in terms of general instructions. and daily work directly related to the Finance Department. This position shall be employed and terminated at the discretion of the Town Manager.

**PHYSICAL DEMANDS:** The work is typically performed with the employee sitting, standing, or walking. The employee must occasionally lift objects up to 50 pounds.

**WORK ENVIRONMENT:** The work is performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:** None.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in accounting, finance, business, economics or related field
- 1-3+ years of experience in budgeting or financial analysis within a municipal government preferred
- High School diploma with 6-8 years related experience considered.
- Strong proficiency in Excel preferred.
- Excellent analytical, organizational, and communication skills
- Ability to work independently and collaboratively in a fast-paced environment
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