

## **JOB ANNOUNCEMENT**

### **City of Treasure Island, Florida**

**TITLE OF POSITION:** Finance Assistant – PART TIME 20 hours per week  
**VACANCY DATE:** July 10, 2017  
**SALARY:** \$13.95/hour  
**CLOSING DATE:** Open Until Filled

**JOB TITLE:** FINANCE ASSISTANT **GRADE:** 8  
**DEPARTMENT:** FINANCE **SALARY:** \$13.95 - \$20.82

#### **JOB DESCRIPTION**

##### **GENERAL DESCRIPTION:**

Provides customer service to both internal and external customers by phone and in person at the front desk of City Hall, performs light technical and accounting work involving the maintenance of fiscal or related records and reports; Employees are expected to exercise independent judgement in solving most problems and work under the general supervision of the Assistant Finance Director

##### **ESSENTIAL JOB FUNCTIONS:**

Performs light accounting and bookkeeping functions by examining, verifying, and entering data into a financial and/or office suite software program. Checks, corrects and maintains a variety of financial and other business records and documents including, but not limited to Payrolls, Accounts Payables, Purchase Orders, and Accounts Receivables).

1. Maintains fiscal related files and records.
2. Enters accesses and retrieves data from financial or other systems.
3. May conduct routine pre-audits of variety of records, by examining, verifying and reviewing accounts, cash, invoices, bills and records.
4. Functions as cashier in the receipt and accounting for all money due to the city. Other cash handling tasks may include auditing and reconciling daily cash activities, petty-cash and prepare bank deposits. Provides customer service as part of City Hall front desk in conjunction with other employees in a lead role.
5. Performs the duties of a Passport Agent and Notary.
6. Assist the finance office in the invoicing, receipt and processing of Business Tax and/or other fees.
7. Assists in other operations of the Finance Department as required.

8. Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES.**

- Knowledge of bookkeeping terminology, principles and practices, and procedures.
- Knowledge of clerical and general office methods including, office terminology, procedures, routines, account and file maintenance.
- Ability to apply such knowledge of work problems
- Ability to perform work on a computer, and to enter access and retrieve data from various software programs.
- Ability to apply cash handling best practices and account for receipt of monies accurately.
- Ability to understand and follow written and oral instructions. Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate clearly and concisely, orally and in writing.

#### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school. Two (2) years' experience in customer service, bookkeeping and/or light accounting work or any equivalent combinations of education and experience in bookkeeping field.

A comparable amount of training, education or experience may be substituted for the above minimum qualifications.

#### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

#### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access input and retrieves information from a computer.

#### **ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

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