

CITY OF BUSHNELL
JOB DESCRIPTION # 33
AP SPECIALIST/STAFF ASSISTANT
PAY GRADE 4
Non-Exempt

DEPARTMENT: Administration

GENERAL DESCRIPTION:

The AP Specialist position is responsible for multitasks in an office environment. Duties involve accounts payables procedures, administrative clerical functions, and support in customer service and cash collections. This position is expected to work with minimal supervision and use personal initiative and good judgment. This position reports primarily to the City Clerk/Finance Director.

ESSENTIAL JOB FUNCTIONS:

1. Receives and processes all material requisition, purchase orders and invoices for payment by the city. Reviews all financial materials for accuracy and correctness, and tenders checks for payment of those invoices. Responsible for working cohesively with other departments in retrieving financial information. Performs data entry for miscellaneous daily cash collections and electronic file transfers (EFT's). Works generally under the direction of the Financial Director in all financial matters.
2. Verifies the completed daily deposit and arranges for transport to bank.
3. Assists in various administrative and clerical support duties such as preparation of various documents or packets, letter composition, typing, filing and file retrieval, indexing and numbering of resolutions and ordinances, annexation notification to appropriate agencies, various reporting requirements and other directed administrative functions that provide support to the administrative office.
4. Provides support for customer service, involving telephone reception and direct customer assistance with over the counter cash collections.
5. Responsible for preparation of legal advertising for the administrative office for request for proposals, request for bids, and other legal requirements as delegated by the supervisor or department head. Must have a knowledge of news periodical deadlines for publication.
6. Operation in use and care of the office machines, including but not limited to, computer, copy machine, calculator, printer, and fax machine.

7. Creates word and excel files and inputs data into the municipal computer system. Retrieves information from the Internet as directed by the supervisor or department head.
8. Prepares, collects payment, and tracks the status of miscellaneous invoicing for the administration office.

(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.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge and proper use of business English.
Knowledge of accounting principles and practices.
Knowledge of office practices and procedures.
Knowledge of the City's Code of Ordinance, Florida Statutes and City policies.
Ability to understand and follow oral and written instructions.
Ability to operate a PC.
Skilled in the use of Microsoft Excel, Word and financial package software.

EDUCATION AND EXPERIENCE:

Associates Degree in Business and/or Financial Accounting Management. Two (2) years responsible experience in accounts payables and customer relations preferably in a government agency.

(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.
Ability to enter data at a prescribed rate of speed.
Ability to access input, and retrieve information from a computer.
Ability to access file cabinets for filing and retrieval of data.
Ability to sit at a desk and view a display screen for extended periods of time.

Ability to type at 45 words per minute and operate other standard office machines.
Ability to handle irate citizens using a professional demeanor.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability).