



(Anticipated Vacancy)

ACCOUNTANT II (Payroll / Accounts Payable)

This is specialized clerical work involving the application of accounting principles in the keeping of accounting or fiscal records and reports. Work is performed in accordance with clearly established accounting methods and procedures relative to the processing of accounts payable and payroll. Incumbent acts as a control point for data from one or more activities requiring input into the accounting system. Work assignments are received in specific form indicating results desired and allowing for questions related to major objectives and priorities of work. Work is reviewed in progress, through audits, internal checks, reports, observation and by results obtained, and is performed independently under the close direction of the Senior Accountant.

Essential Duties:

- Perform a range of accounting and clerical tasks related to the accounts payable function
- Process and verify invoices, track and record purchase orders, and process payments
- Process Check Requests and expense reports on a regular basis
- Prepares various reports, mail checks, maintains various account ledgers, and posts to ledgers
- Reviews and analyzes various accounts to ensure correctness and performs related work as required
- Review and reconcile invoice discrepancies – routinely examine and verify invoices, bills, vouchers and match purchase order to invoices, codes, records and process invoices for payment
- Track pay periods, hourly wages, salaries, overtime, sick and vacation leave
- Process biweekly employee payroll
- Recommends and implements accounting & administrative controls that safeguard resources, reliability of financial information, and compliance requirements
- Performs duties involving administrative and other financial support activities

KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of bookkeeping and basic accounting principles and procedures
- Ability to prepare and maintain accurate records and reports
- Ability to communicate effectively with other departments and supervisory personnel
- Ability to establish and maintain effective working relationships with varying levels of staff, external contacts and general public

MINIMUM QUALIFICATIONS:

- Graduation from an accredited 4-year college or university with a degree in Accounting or Finance and three to five years of professional accounting experience; or
- Associate of Arts Degree in Accounting or Business related field from an accredited college and four (4) years of related experience;
- An equivalent combination of related education and experience may substitute for the required education and experience.
- Must possess a valid Class E State driver's license or equivalent at the time of application.

*We offer a competitive salary and compensation package. **Annual salary range: \$30,233 - \$45,760.** If this sounds like the opportunity*

**HUMAN RESOURCES DEPARTMENT
404 WEST JEFFERSON STREET - QUINCY, FLORIDA 32351**

CLOSING DATE: OPEN UNTIL FILLED

THE CITY OF QUINCY IS A DRUG FREE WORKPLACE EQUAL OPPORTUNITY EMPLOYER

you have been looking for, kindly email your application and resume to HumanResources@myquincy.net or mail to:

**HUMAN RESOURCES DEPARTMENT
404 WEST JEFFERSON STREET - QUINCY, FLORIDA 32351**

CLOSING DATE: MONDAY, A, 2024

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