



JOB TITLE: Finance Technician
REPORTS TO: Finance/HR Director

FLSA STATUS: Non Exempt

JOB SUMMARY: Performs a variety of clerical work in meeting the Town's payroll, accounts payable, purchasing, accounts receivable, benefit administration and general administration needs.

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed. Specific duties and responsibility may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform related work as required.

- Prepares payroll and related reports.
- Prepares accounts payable and maintains records.
- Performs various procurement and purchasing duties.
- Performs accounts receivable duties.
- Prepares or assists with bank deposits.
- Maintains employee personnel files.
- Maintains employee and dependent benefits and insurance elections.
- Prepares and maintains periodic financial reports as needed.
- Performs customer service and other administrative duties.
- Maintains confidential and exempt information in accordance with internal policies and federal and state laws.
- Performs other duties as instructed, assigned and required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of bookkeeping principles and practices and accepted office procedures.
- Knowledge of fiscal record keeping techniques and practices.
- Working knowledge of procurement, purchasing and cost benefit analysis.
- Working knowledge of payroll processes.
- Knowledge of employee insurance and benefit administration.
- Knowledge and ability to work with financial management software, spreadsheets, word processing, and database programs.
- Ability to understand and follow oral and written instructions and technical terminology.
- Ability to do data entry with a high degree of accuracy.
- Ability to establish effective working relationships and communications with other employees, vendors, management, and the general public.

EDUCATION AND EXPERIENCE::

The ideal candidate possesses the education and experience listed below.

- Associate’s degree in accounting, finance, or related field or two years of experience bookkeeping.
- Experience with Microsoft Office: Excel, Word, Outlook, etc.
- Experience with Tyler Technologies Enterprise ERP (MUNIS) preferred.
- Valid State of Florida Driver’s License, or ability to obtain one.
- Experience in Florida municipal government is desired but not required.

PHYSICAL DEMANDS AND WORK ENVIRONMENTS:

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. The physical demands and work environment characteristics described here are representative of those that an employee will encounter and must be met by an employee to successfully perform the essential functions of this job.

This position is regularly performed in a typical office environment and is quiet and climate controlled. While performing the duties of this job, the employee is routinely required to sit; talk; hear; stand; walk; use hands to touch, handle, and feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee may occasionally stoop, kneel and crouch or crawl. The employee must exert or lift to ten (10) pounds of force occasionally to move objects. Specific vision abilities required by this job include close vision and distance vision.