

Accounts Payable/Administrative Assistant Position

The City of Crescent City is accepting applications for an accounts payable/administrative assistant position. All applicants must have a valid Florida driver's license. Applications are available at City Hall, 3 North Summit Street, Crescent City, Florida, or online at www.crescentcity-fl.com. To be considered for this position, you must submit a completed application form along with your resume. City Hall is a drug-free workplace. All applicants will require a pre-entry drug test. The position will remain open until it is filled.

Starting pay: TBD based on experience.

Applicable Benefits are available.

Hours: Monday – Friday 8:00 am – 5:00 pm

Job Title: Accounts Payable/Administrative Assistant
Department: Finance and Administration
Salary Range: T/B/D based on experience \$_____ to \$_____ per hour
Job Type: Full-time Non-Exempt

Under the general supervision of the Finance Director, the position supports the Finance Department in accounts payable, procurement, and general accounting functions. The position also supports the Administration Department in providing administrative assistance to the City Clerk. This is a dual-role position, with 50% of the activities focused on accounts payable and 50% on administrative assistance.

Essential Job Functions:

1. Assists the Finance Director in processing accounts payable/ receivable through the City's financial management system. Completes fiscal record keeping, cash management, and computerized accounting functions.
2. Processes purchase orders for procurement of goods and services and manages inventory.
3. Provides assistance as needed in grant reporting and accounting requirements.
4. Processes invoices for vendor payments.
5. Completes required finance department duties in the absence of the Director.
6. Prepares paperwork for daily bank deposits.
7. Finalizes accounts and performs account maintenance.
8. Provides assistance to the City Clerk in customer service manners.
9. Support City Clerk in preparing meeting minutes.

NOTE: 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 duties as required.

Knowledge, Skills, and Abilities:

1. Knowledge of governmental accounting procedures.
2. Ability to communicate effectively orally and in writing.
3. Excellent computer skills and knowledge of general office equipment.
4. Knowledge of customer service concepts, cash control and collections. •
5. Strong interpersonal skills and ability to work well with the public.

Minimum Qualifications: A minimum of five years of advanced bookkeeping and customer service experience.

Education and Experience: An associate's degree in accounting or a related field is preferred. Alternatively, a minimum of 10 years of relevant experience may be considered in lieu of degree.