



## FINANCE CLERK Finance Department

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**MAJOR FUNCTIONS:** This is responsible support and clerical functions for the Finance Department. Work is performed under the direction of the Finance Director.

**ESSENTIAL DUTIES:** Responsible for accurate money transactions resulting from the collection of various City revenues and entering data (i.e., accounts payable, payroll and accounts receivable) into the City's financial software. Collect and summarize data to generate various financial related reports (i.e., accounts receivables and accounts payable) and research and adjust customer account data as required. Provide across the counter and telephone information and services to customers to initiate service requests, answer inquiries (e.g., rate structures, City policies and procedures concerning revenue collection, receipt of revenues) and resolve complaints and problems.

Performs various routine and complex clerical, secretarial and administrative duties, including answering telephones, letters, memos, and various other materials and notices and compiling information through research of legal, fiscal or other specialized documents and records. Responsible for maintaining the department's records, providing administrative support to the Finance Director.

Responsible for maintaining City cemetery records as well as issuing cemetery deeds and receiving payments. Maintains document imaging databases. Exercises initiative, independent judgment and discretion. Performs related non-essential duties as required.

**KNOWLEDGE, EDUCATION, AND EXPERIENCE:** General knowledge of finance and accounting as it relates to governmental operations. Ability to receive cash and make change with accuracy and speed. Knowledge of modern office practices, procedures and equipment (e.g., telephone, computer, copier, and other related equipment). Computer skills and ability to work with various computer software packages is required. Must have knowledge in establishing and maintaining department files and records. Ability to communicate clearly and concisely (i.e., verbally and written). Ability to establish and maintain effective working relationships with City employees, other federal, state and local governmental representatives, vendors, contractors and the general public is essential.

Graduation from High School or G.E.D. Graduation from an accredited college or university with an Associates Degree in accounting, finance, auditing or related field is preferred.

Prefer successful candidate to maintain at least two (2) years experience in cash handling, accounts receivable and accounts payable. An equivalent combination of education and experience will be considered. Must have a valid Florida Drivers License.

**JOB LOCATION:** Finance Department, 4 Bobby Green Plaza, Auburndale

**WORK SCHEDULE:** Monday – Friday, 8:00 am – 5:00 pm

**HIRING RATE:** \$35,194

**CLOSING DATE:** Friday, May 27, 2022

Persons interested in this position should complete a City of Auburndale application and submit it to the Finance Department at 4 Bobby Green Plaza. Applications can also be downloaded online at [www.auburndalefl.com](http://www.auburndalefl.com).

*The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.*