

FISCAL SERVICES COORDINATOR**SUMMARY:**

Under limited supervision, performs a variety of moderately complex fiscal or bookkeeping duties related to the balancing and reconciliation of various cash receipts and receivables including but not limited to making adjustments and posting transactions to customer accounts in the Land Management Applications; performs other duties as assigned.

ESSENTIAL 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 by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Researches, prepares and posts necessary adjustments to customer accounts in subsidiary ledger (Land Management Systems which includes Planning, Business Tax, Code Enforcement and Building Permits Applications).
2. Verifies and reconciles various daily interfaces between subsidiary ledgers and general ledger (Cash Receipts System, Land Management Systems and Oracle Financials).
3. Prepares, verifies and reconciles general ledger activity related to purchasing, accounts payable, accounts receivable and inventory transactions related to permit fees, business tax fees, Code Enforcement charges, fees and fines.
4. Prepares, verifies and reconciles purchasing and accounts payable transactions, related to purchase requisitions and invoices for professional and various specialized goods and/or services.
5. Prepares, verifies and reconciles banking transactions to general ledger and subsidiary ledger.
6. Researches discrepancies or verifies account information using automated data systems, the Internet or hard copy documents.
7. Sets up and maintains spreadsheets to capture and track information related to area of responsibility.
8. Prepares weekly, monthly and/or quarterly activity reports.
9. Audits reports to verify accuracy of data and to ensure proper accounts are credited. Prepares year-end reports.
10. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic accounting principles and practices.
- Knowledge of payment processing and receipt processing procedures.
- Skill in analyzing financial information.
- Skill in using computer and application software for financial transactions.
- Skill in using common office machinery and equipment.
- Skill in mathematical computations used in accounting.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited technical school or college, with a major in Accounting, Finance or Business and two (2) years of bookkeeping, accounting, or finance experience, or any equivalent combination of training and experience.

A valid State of Florida driver's license is required. A valid driver's license from another state (equivalent to the State of Florida Class E driver's license) may be utilized upon application with the ability to obtain the State of Florida driver's license within 30 days from date of employment.