



**FINANCE TECHNICIAN  
JOB DESCRIPTION**

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| JOB TITLE:<br>Finance Technician | CLASSIFICATION:<br>Office/Clerical | IMMEDIATE SUPERVISOR:<br>Assistant Finance Director                                       |
| PAY GRADE: 119                   | DEPT: Finance                      | STATUS: <u>FT</u> <u>PT</u><br>EXEMPT <u>NON-EXEMPT</u><br>BARG UNIT <u>NON-BARG UNIT</u> |

**JOB SUMMARY:** Performs routine entry level professional accounting work, limited purchasing transactions, and provides support to all Village offices, while exercising initiative and judgement in organizing, maintaining and reviewing financial transactions under general supervision

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists with gathering and uploading of data to support FEMA grant requests post emergency declarations. Scans documents as necessary for emergency declarations.
- Enters field purchase orders for the Finance department, and assists departments with restricted accounts.
- Enters information needed to establish new vendors in the AP system.
- Assist with ARPA grant management as needed, as well as other specialized grants received.
- Occasionally assists other departments with Village procurement, including but not limited to, obtaining quotes, purchase orders, requisitions, contract implementation all in accordance with the Village's accounting policies and procedures, as well as Federal and State procurement policies relating to grants received.
- Sets up and maintains accounts with vendors who provides recurring services to Village Hall, such as, but not limited to, the copier and coffee contracts.
- Places all orders for the Finance departments office supplies, maintains inventory of printer cartridges and break room supplies and places orders as necessary.
- Places orders, receives and distributes Village logo clothing orders every fiscal year or as needed for new hires throughout the year.
- Order and maintains an active list of all Village credit cards and membership cards for all departments.
- Verify purchases through online access to the Village's procurement card and gasoline purchase card, gathering receipts and prepare FPO for payment.
- Verify through the electronic requisition routing process that contracts, piggybacks, quotes, etc. are current and in line with Villages' procurement guidelines.
- Process interface for Parks and Recreation from the Rectrac system to the General Ledger System and provide backup for all other revenues received.
- Perform annual verification of all Village assets by printing active assets list and distribution to departments for sight verification.

- Scans documents relating to, purchasing, accounts receivable, and documents from Assistant Finance Director's and Finance Director's office, into laserfiche.
- Prepares and submits to State, monthly Sales Tax reports and quarterly Fuel Tax Rebates.
- File unclaimed/uncashed checks to State, according to State laws.
- Handles inquiries from vendors and departments on purchasing issues.
- Provides first line backup for Payroll.
- Enter outgoing and filter incoming department's Web QA requests.
- Coordinates and/or fills public records request for department.

**OTHER DUTIES:**

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Preferred Associates Degree with major in accounting or related discipline or equivalent training;
- At least two (2) years in procurement and/or accounting, preferably with governmental accounting;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Working knowledge of clerical methods used in keeping fiscal accounts and records.
- Working knowledge of governmental accounting and purchasing standards.
- Ability to perform routine tasks involving data entry and computers.
- Working knowledge of automated procurement systems, Microsoft Word, Outlook & Excel, AS400, and other professional software
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the general public.
- Ability to communicate effectively orally and in writing.
- Completion of NIMS Training as required

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, for longer periods of time, talk, hear, and use hands to manipulate, handle, feel or

operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Employee must be able to drive a Village Vehicle. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

**TOOLS & EQUIPMENT USED:**

Computer, printer, scanner, calculator, adding machine, copier, and other associated equipment.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet when in the office.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, criminal background, DMV, credit and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**HISTORY:**

Created: 08-08-22

Revised 10-4-24