

Division: DIV ADMINISTRATION
Department: FAPOOL F & A Pool
Location: Tallahassee
Class Code: 002
Class Title: Accounting Assistant
Last Updated: 22-Jan-2020 09:49 AM

Position #: 1131
FLSA: Not Exempt from Overtime Pay
EEO Code: 5
Pay Grade: 906
FTE: 1.0
Reports to Position #: 1142

Position Description

POSITION TITLE: Accounting Assistant

REPORTS TO: Accounting Manager

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Audits, processes, and enters employee expense reports and vouchers for payment of invoices and other reimbursement requests as well as other routine bookkeeping activities.

% of Time	Essential Duties and Responsibilities
40	Review invoices and employee expense reports for accuracy including but not limited to proper supporting documentation, compliance with The Florida Bar (TFB) policies and necessary and appropriate approvals. Enter all vouchers into Great Plains accounting system. Communicate with staff to obtain missing support or to explain TFB staff policies regarding authorization and approval of expenditures.
25	Code and batch all checks and cash received by TFB and prepare deposits for the bank. Audit transactions after entry for completeness and accuracy and reconcile receipts to verify proper posting in the ledger. Research items lacking proper documentation, contacting the member, department or vendor (if applicable) for missing information and create customer numbers, if needed.
5	Review analyze and process credit card orders for completeness, accuracy, and compliance with policies/procedures. Investigate and resolve inaccuracies with internal/external customers.
5	Investigate and reconcile financial discrepancies as requested by internal/external customers or as identified by staff by analyzing account information.
5	Maintain audio/video product catalog for distribution. Coordinate special shipping requests and/or replacement of defective audio-video products. Perform product exchanges in accordance with procedures to accommodate member credit needs.
5	Monitor and coordinate seating availability for CLE courses, reconcile and process attendance rosters in accordance with procedures, and assist with the closing of courses and positing of credits.
5	Answer and/or initiate telephone and email inquiries, perform computer functions and provide information to assist internal/external customers.
5	Open and sort mail as assigned, distribute to Bar departments and staff accordingly.
5	Other duties as assigned.

% of Time	Essential Duties and Responsibilities
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Non-Essential Duties and Responsibilities: Copying, faxing, and scanning documents.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Bookkeeping and accounting practices and procedures
- Basic math
- Professional office procedures and practices
- Professional telephone etiquette
- Adobe Acrobat
- Database input computer software, the internet and other integrated accounting system operations

Skilled in:

- MS Word
- MS Excel
- MS Outlook
- Computer functions
- Database functions

Ability to:

- Organize financial and other reports and records
- Audit financial data for accuracy and completeness
- Accurately compile data
- Create ADA compliant forms and documents using Adobe
- Communicate professionally, both orally and in writing using proper grammar, spelling, and word choice
- Follow written and oral instructions and work independently in analyzing data and recognizing when further questions need to be asked and assist with resolution
- Establish and maintain effective working relationships
- Demonstrate initiative and eagerness in group projects and individual settings and remain open to new ideas
- Tactfully manage difficult situations and operate well under pressure
- Offer excellent customer service to other departments
- Prioritize work and meet deadlines

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

High School Diploma (or its equivalency).

Required Minimum Professional Work Experience:

One to three (1-3) years of bookkeeping or accounting experience.

Required Licensure Certification(s):

N/A

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):

- Great Plains Experience Preferred
- Ability to sit for long periods, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10lbs.
- May require working extended hours at certain times of the year due to high volume of activity. For example during the Bar's Fee Season, Annual Meeting, and fiscal year-end close-out. These typically occur in summer months.
- Proficient use of 10 key adding machine, personal computer, copy machine, telephone, and scanner.

Additional Information:

Bachelor's Degree in Accounting or Finance preferred, but not required (proof of degree required at interview). Degree in Accounting may substitute for experience.

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.