

RESOLUTION 24-08-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO PROVIDE FOR THE POSITION OF ACCOUNTS PAYABLE/RECEIVABLE COORDINATOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to contain the position of Accounts Payable/Receivable Coordinator, an hourly position in the Finance Department, which position shall become part of the Classification and Pay Plan of the Town of Lake Park. A copy of the job description for this position is attached as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

<p style="text-align: center;">ACCOUNTS PAYABLE/RECEIVABLE COORDINATOR</p>

CLASSIFICATION CODE: 202
PAY GRADE:
DEPARTMENT: FINANCE

CHARACTERISTICS OF THE CLASS:

The work involves responsibility for the independent performance of specialized account-clerical tasks with major emphasis on accounts payable and receivable. The work is performed under the general supervision of the Finance Director in accordance with defined procedures. Leeway is allowed for the use of independent judgment in carrying out the details of the work. A high degree of accuracy is critical to this position. Performs related duties as assigned. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to this position.

- Reviews and verifies vouchers and invoices, posts invoice to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
- Attaches supporting documentation to original invoice and obtains appropriate authorization, prior to payment of invoice;
- Prepares recurring vouchers in accordance with long-term lease agreements and maintains up-to-date file of all rental lease agreements;
- Reviews purchase order requests from departments, verifies availability of budgetary funds, encumbers funds and prepares and issues purchase orders;
- Processes petty cash disbursements and replenishments according to department guidelines;
- Issues checks for payment;
- Answers inquiries from vendors concerning invoice payment status: resolves issues with unpaid invoices;
- Verifies vouchers for contractual payments, issues checks for contractual payments, and maintains records of contractual payments;
- Makes monthly service changes to Sanitation accounts;
- Creates customer numbers and tracks escrow accounts for Cost Recovery of development projects;

- Creates invoices for all receivables and processes for mailing;
- Generates monthly statements;
- Reviews ageing reports and contacts delinquent accounts for payment;
- Answers questions and resolves account issues;
- Works with other departments at end of fiscal year to establish accounts payable lists and encumbered purchase orders;
- Works with external auditors at year end;
- Responds to inquiries from employees, department heads, vendors and outside agencies in a professional, courteous and timely manner;
- Performs related clerical and account-clerical duties as required;
- Prepares journal entries related to accounts payable;
- Performs monthly account reconciliations as required;
- Prepares schedules and confirmation letters for the auditors;
- Operates a personal computer, peripheral equipment and other related office equipment.

REQUIREMENTS:

A. Education and Experience:

High School diploma or equivalent with minimum three years experience in accounts payable and receivable. Government experience preferred.

B. Knowledge, Skills and Abilities:

- Ability to plan, organize and carry out the work required.
- Ability to prepare reports using computer techniques and use of specific software programs such as Excel and Microsoft Word.
- Ability to establish and maintain working relationships with other employees, Town officials and the general public.
- Must be detail oriented and possess excellent organization skills.
- Ability to work independently and to make appropriate decisions.
- Ability to perform multiple tasks simultaneously.

PHYSICAL REQUIREMENTS:

Tasks require limited physical activities, lifting a maximum of 20 pounds, standing and walking, and dexterity in the use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Work involves extended periods of time at a computer screen. Tasks involve sound and form perception and discrimination.

ENVIRONMENTAL CONDITIONS:

Tasks performed without exposure to adverse environmental conditions (dirt, cold, rain, fumes).

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Vice-Mayor Daly, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VICE-MAYOR ED DALY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER CHUCK BALIUS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER JEFF CAREY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMISSIONER PATRICIA OSTERMAN	<u>Absent</u>	<input type="checkbox"/>

The Town Commission thereupon declared the foregoing Resolution NO. 24-08-08 duly passed and adopted this 6 day of August, 2008.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian Mendez Lemley
VIVIAN MENDEZ LEMLEY
TOWN CLERK

(TOWN SEAL)



Approved as to form and legal sufficiency:

BY: Thomas J. Baird
THOMAS J. BAIRD
TOWN ATTORNEY