



# Accounting Specialist (Port Everglades)

**SALARY:** \$17.41 - \$27.78 Hourly  
\$36,203.47 - \$57,780.94 Annually

**OPENING DATE:** 05/12/17

**CLOSING DATE:** Continuous

## **REQUIREMENTS AND PREFERENCES:**

**The Broward County Board of County Commissioners is seeking qualified candidates for the position of Accounting Specialist (Port Everglades):**

### **General Description**

The purpose of this class within the organization is to perform highly technical work reading, analyzing and auditing contracts.

This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

### **Minimum Education and Experience Requirements:**

Requires two (2) years of bookkeeping, payroll or closely related experience.

### **Special Certifications and Licenses:**

- Ability to secure and maintain a valid Florida Driver's License at the time of appointment and for the duration of employment.
- Ability to secure and maintain a Transportation Worker Identification card (TWIC) within 60 days of employment and for the duration of employment.
- Ability to secure and maintain a valid Port Security Identification Badge for the duration of employment.

### **Preferences:**

- 1+ year accounts payable experience
- 1+ year construction contract payable experience
- 1+ year experience accounts payable experience in government agency

**OPEN/CONTINUOUS UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

## **DUTIES AND RESPONSIBILITIES:**

**Tasks include, but are not limited to:-**

- performs highly technical work reading, researching, analyzing and auditing business documents for accuracy and compliance with agreements and established Broward

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County policies and procedures. This position works under general supervision according to set procedures, but requires the ability to exercise judgment when completing tasks.

- reviews documents in order to process supplier invoices, construction invoices, retainage requests, and employee travel expenses.
- Documents are checked for appropriate documentation and approval prior to processing. The position creates, calculates, reviews, and maintains records of payments, retainage transactions, and non-encumbered transactions for accounting, budgeting and auditing purposes.
- monitors budgeted expenditures in order to ensure funds are available in appropriate accounts to purchase required supplies, materials, and equipment. The position prepares budget transfers, creates journal entries, researches payments made to vendors, processes travel requests and non-encumbered payments.
- provides customer service and communicates in person, using the telephone, and in writing with internal and external customers. The position researches and resolves a variety of routine internal and external inquiries regarding account and invoice status, including communicating the resolution of discrepancies to the appropriate persons.
- performs business duties and special projects, creating a variety of spreadsheets in order to capture data and facilitate preparation of reports; scans documents into a database and reviews for quality control; processes vendor and customer payments for recorded documents; and responds to customer and vendor requests.
- performs related work as assigned.

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.**

- reviews all P-Card (purchasing card) Transmittals and E-Payables (electronic payables) invoices; checks for appropriate documentation and approval prior to payment; uploads invoices, runs reports, makes necessary corrections to rejected general ledger.
- may process payroll-audit timesheets, timecards and leave requests; notifies appropriate managers and supervisors of missing timesheets, leave requests, signatures, and adjustments; codes and enters all information; calculates amounts to be withheld from employee pay for child support, tax levies and other garnishments; audits, prepares and inputs all manual payroll checks, voided checks, other pay adjustments in accordance with County policy and State and Federal laws; audits and reviews payroll voucher and registers to determine their accuracy, completeness and conformance with all rules and regulations
- reviews all requisitions for completeness and competitiveness before submittal to administration for final approval.
- prepares purchase requisitions for small purchases; prepares solicitation bid document for informal quotation requests; secures the bid process for informal quotation request; obtains competitive quotations from vendors; analyzes responses to determine lowest and best vendor; prepares bid tabulation and places purchase orders; prepares documentation for proper files on each procurement.

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## **WORK ENVIRONMENT:**

### **Physical Demands**

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

## **SPECIAL INFORMATION:**

It is important that applicants thoroughly answer all supplemental questions in order to receive appropriate credit. Applications may not be processed if incomplete.

*Applicants interested in working at Port Everglades must be able to obtain and maintain a Transportation Worker Identification Credential (TWIC) as required by the Maritime Transportation Security Act (MTSA).*

Successful candidates must possess and maintain a valid Florida Driver's License for duration of their appointment to this job.

### **Americans with Disabilities Act (ADA) Compliance:**

Broward County is an Equal Opportunity Employer. The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Emergency Management Responsibilities:**

Note: During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

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**County-wide Employee Responsibilities:**

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

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BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES

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