

## South Walton County Mosquito Control District

774 N. County Hwy 393, Santa Rosa Beach, FL 32459

P 850.267.2112 F 850.267.2712

southwaltonmosquitocontrol.org

### Accounting Specialist

#### Job Description

##### Summary

Accounting Specialist manages all forms of financial accounts within an organization. An Accounting Specialist contributes to the financial success of a company by maintaining accurate records of accounts. They ensure their employer pays bills and payroll in a timely manner.

##### Duties and Performance Requirements

The listed essential functions are intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the District from assigning duties not listed herein if such functions are a logical assignment to the position.

Administrative procedures, to ensure organizational effectiveness, efficiency, and safety.

- Answer phone calls, transferring and announcing callers as appropriate.
- Backup the Office Assistant as needed.
  - Greeting customers and visitors to the office, ensuring guests are comfortable and are connected to the right office personnel.
  - Distribute Yellow Fly packet.
  - Assist with reports and other operational tasks.

Assist with District financial matters according to established accounting, State and Federal regulations.

- Codes invoices, sets up new accounts, and reconciles AP accounts.
- Process bi-weekly payroll and process payroll liabilities.
- Reconciles bank accounts monthly.
- Identifying and correcting any errors that occur due to data entry.
- Responsible for making deposits at the bank.
- Correspond with inquiries on accounts payable.
- Monitor credit card usage and enter all credit card receipts.
- Reconcile credit card statement monthly.
- File AP after obtaining appropriate signatures.

##### Qualifications

Proven experience and/or education in accounting.

Knowledge of basic accounting systems, such as QuickBooks, and procedures.

Outstanding knowledge of MS Office products, including Word, Excel, and PowerPoint.

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail.

Strong analytical skills to locate and correct errors.



## South Walton County Mosquito Control District

774 N. County Hwy 393, Santa Rosa Beach, FL 32459

P 850.267.2112 F 850.267.2712

southwaltonmosquitocontrol.org

Ability to act with integrity, professionalism, and confidentiality.

Must be able to obtain a current State of Florida Notary Public Commission within six months (6) of hire and maintain as current.

Possession of a valid Florida Driver's License with a good driving record. Ability to drive a District vehicle and be insured by District insurance provider. Retention of a good driving record.

Required Associates Degree and/or 3 years applicable experience or combination of both.

### Working Environment

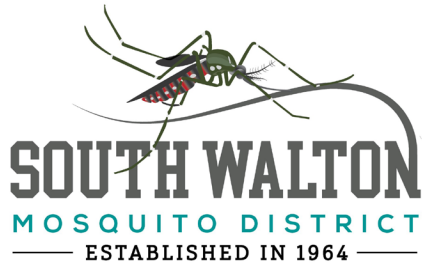
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Requirements:** Light physical activity is required on an occasional basis including lifting up to thirty-five pounds, reaching and pulling with arms, stooping, kneeling and bending, walking, standing and climbing stairs. Use fingers and hands to grip a mouse and type on a keyboard. Excellent vision, both close and distance, is frequently required.

**Work Environment:** The work environment is usually an office but occasionally could include outdoors and workshops. Occasional exposure to all types of weather is required when the position is working outside, exposed to sun, rain, mud, and insects. Noise level is usually low but occasional exposure to moderate noise levels. Working around chemicals, which are stored, handled, applied/used, and dispose according to exact labeling instructions, is required occasionally.

*This document does not create an employment contract, implied or otherwise.*

Job Category:	Non-Exempt	Salary Range:	\$20.00 – \$25.00
Position Type:	Part-Time (M W TH)	Origination Date:	9/01/2023
Reports to:	Office Manager	Revision Date:	9/01/2023



## South Walton County Mosquito Control District

774 N. County Hwy 393, Santa Rosa Beach, FL 32459

P 850.267.2112 F 850.267.2712

[southwaltonmosquitocontrol.org](http://southwaltonmosquitocontrol.org)