

## ACCOUNTING SPECIALIST I

POSITION SUMMARY: The Accounting Specialist I position is responsible for and performs a variety of technical and professional accounting work and support functions related to the operation of the Finance or Treasurer's Departments, including such areas as accounts payable and receivable, payroll, general ledger, financial and cash reports and statements, grants and budget. Work is relatively independent, with supervision available to address complex, non-routine questions. This position performs basic and specialized accounting work that ranges from task oriented, routine and repetitive to broader, non-routine work and includes such areas as troubleshooting, reconciliation of account balances and verification of data. Work involves the application of accepted accounting processes and practices and applies knowledge to analyze and respond to general matters within established limits. An employee in this position may also be assigned to a department other than the Finance or Treasurer's Office.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the Department Head or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Complete technical as well as some professional accounting work in areas such as accounts payable and receivable, payroll, general ledger, financial and cash reports and statements, grants and budget, cash collection and reconciliation.
2. Provide timely and accurate processing of accounting functions in areas such as payroll, accounts payable, accounts receivable, utility billing and property taxes.
3. Develop and maintain reports where analysis of data is required. Identify sources and extract necessary information. Perform general and complex calculations.
4. Assist with gathering information, conducting research, analyzing data, identifying trends and preparing a variety of City, State and Federal reports and statements.
5. Complete special projects and studies. Produce spreadsheets, charts and tables and analyze various data and scenarios.
6. Review transactions and records of the City to ensure proper recording of transactions and compliance with employment contracts, operating budget, applicable rules, policies, regulations and laws.
7. Maintain confidential records and process and transmit information that requires a high degree of discretion.
8. Provide customer service and receive and address inquiries made by staff, businesses and others. Follow up within scope of authority and advise and/or refer to an Administrative employee if outside scope of authority.
9. Complete general office support work including duties such as processing and mail, filing, scheduling, coordinating meetings, and ordering and maintaining supplies.

10. Design and create general and complex correspondence and reports such as memorandums, staff reports, charts, tables, graphs, brochures and resolutions. Responsible for accuracy and clarity of final copy.
11. Keep abreast of new developments in the field and current issues through regulatory reports and continued education and professional growth. Ensure changes, including payroll and taxes, are made to comply with necessary laws and regulations.
12. May train employees in Finance and other City departments on the Finance System and processes.
13. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate's degree in accounting, finance or a related field, preferably supplemented with responsible work experience in the accounting field. A bachelor's degree is preferred. An equivalent combination of education, training and experience may substitute for the degree requirement. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. Must have knowledge of Generally Accepted Accounting Practices and the ability to think strategically and to learn about diverse City operations and processes.
- C. Ability to establish effective and cooperative working relationships and to use tact, good judgment and resourcefulness when working with staff, vendors, other governmental agencies and the public.
- D. Detail oriented, organized and possesses ability to problem solve.
- E. Ability to gather and analyze data and prepare and maintain accurate and timely reports, charts, statistical analyses, memoranda, letters and responses to requests for information.
- F. Ability to communicate and present information effectively, both in a verbal and written manner to varied audiences.
- G. Ability to read and interpret contracts, including employment contracts, and to implement changes as necessary to comply with the contracts.
- H. Ability to use modern office equipment and information technology including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary. Extensive knowledge of Microsoft Office programs.
- I. Ability to work effectively within deadlines, under stress, and with changing work priorities.
- J. Ability to work as a team and with minimum supervision. Possesses self-supervising attributes and a positive, congenial attitude.

- K. Ability to train and to review work for accuracy.
- L. Ability to travel to various locations both in and out of state to receive additional training as deemed necessary.
- M. Ability to maintain a neat and safe workplace.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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