



# ACCOUNTING SPECIALIST JOB DESCRIPTION

Job Title: **Accounting Specialist**

Job Code: **CF114**

Pay Grade: **17**

Effective Date: **March 2008**

FLSA: **Non-Exempt**

Revision Date: **March 2008**

## NATURE OF WORK

Under general supervision, performs technical accounting duties involving the accounting, recording, processing and reporting of accounts payable and receivable, payroll, revenue and other technical accounting functions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes accounting and financial documents and technical transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to job assignment.
- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank reconciliations, claims and payroll; reviews and validates data.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Maintains additional accounting and technical transaction databases as needed; may process cash receipts, daily cash reports, and bank deposits.
- Completes journal entries and reconciles accounts; reviews, investigates, and corrects errors.
- Researches and resolves accounting issues; provides customer services to County departments, and coordinates technical and financial information with customers and external agencies; interprets and explains County policies, procedures, rules and regulations.
- Responds to requests for information; provides technical information within scope of authority.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Cross trains in a wide variety of technical accounting duties; assists with the training and cross-training of County staff.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Accounting, Business Administration, or a closely related field; AND two (2) year's accounts payable, receivable, payroll or claims accounting experience. Government accounting experience is preferred.

A valid Driver's License and a Notary Public License are preferred or may be required. May be required to pass a thorough background investigation.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- General Accounting standards, policies, procedures and regulations.
- Accounting principles and methods, including special fund procedures.
- Applicable state and Federal rules, codes and regulations covering specific areas of assignment.
- Principles of record keeping and records management.
- General ledger reconciliation procedures.
- State Budgeting Accounting & Reporting System (BARS) for Public Sector financial management.
- Business and personal computers, and spreadsheet software applications.

**Skills in:**

- Understanding and applying accounting standards and procedures, and applicable Federal and state rules and regulations for specialized areas of assignment.
- Maintaining accurate accounting records, and identifying and reconciling errors.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.