



ACCOUNTING SPECIALIST (LEAD) JOB DESCRIPTION

Job Title: Accounting Specialist (Lead)

Job Code: CF114L

Pay Grade: 17

Effective Date: March 2008

FLSA: Non-Exempt

Revision Date: March 2008

NATURE OF WORK

Under general supervision, leads and coordinates assigned accounting functions for the Lewis County Budget/Fiscal Services Department; performs a variety of technical accounting duties; prepares, reviews, and processes various types of accounting documents; responds to accounting inquiries from County departments; and performs other related duties as assigned.

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.*

- Oversees the work of an accounting team for area of responsibility including payroll, grants, accounts payable, or accounts receivable.
- Interprets and explains the County's accounting policies, procedures, rules, and regulations.
- Processes accounting/financial documents and technical transactions in accordance with applicable rules, regulations, and established procedures.
- Determines the proper handling of financial and technical transactions within designated limits.
- Records, files, and distributes accounting paperwork and technical documents; monitors source documents for compliance with rules and regulations; reports discrepancies.
- Conducts a variety of technical accounting activities including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank reconciliations, claims, and/or payroll.
- Performs mathematical calculations; completes journal entries; reconciles accounts; posts documents and computer accounting entries; reviews and validates the accuracy of data; researches/corrects errors.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Updates and maintains additional accounting and/or technical transaction databases as needed.
- Processes cash receipts, daily cash reports, and bank deposits as required.
- Provides customer service and accounting assistance to County departments; researches and resolves various types of accounting issues.
- Coordinates the provision and/or exchange of technical and financial information with customers and external agencies.
- Responds to requests for accounting information; provides technical information within scope of authority.

- Updates, corrects, retrieves, and releases information in accordance with established procedures.
- Monitors and ensures all reports and paperwork are completed in timely and accurate manner.
- Cross-trains in a wide variety of technical accounting duties; provides assistance in training and cross-training County staff.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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

EMPLOYMENT STANDARDS:

Associate's Degree in Accounting, Business Administration, or a closely related field; AND three (3) year's governmental accounting experience in the areas of grant billing, payroll, accounts payable, and/or accounts receivable.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Principles and practices of municipal finance and records management.
- Generally Accepted Accounting Principles (GAAP).
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, policies, rules, and reporting requirements.
- State Budgeting Accounting & Reporting System (BARS) and Cost Accounting Management System (CAMS) for public sector financial management.
- Business and personal computers and spreadsheet software applications.
- Basic supervisory principles and practices.

Skills in:

- Leading and coordinating accounting activities for area of assignment.
- Interpreting, explaining, and maintaining compliance with regulations governing accounting activities.
- Performing a variety of technical accounting functions.
- Preparing, reviewing, and monitoring accounting documents for accuracy and completeness.
- Operating a personal computer and utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.