

ACCOUNTING SPECIALIST

NATURE OF WORK

This is specialized clerical work of an accounting or financial nature.

Positions of this class are responsible for the accurate processing of accounting or financial records at City Hall. The work flow within the accounting-revenue collection area generally consists of receiving payments from citizens for city services or taxes, operating a cash register, balancing revenues against receipts, posting information to accounting or financial records by machine or manually, and preparing reports from existing records. Depending on the assigned work area, a position may be involved with performing all tasks in the workflow or specializing in one major task of the workflow. Positions require accuracy in receiving and/or posting, the operation of a calculator or adding machine to run totals or balance records, and a pleasant, courteous, and helpful service provided to the public or city employees. Once the details of the position are understood and experienced, employees work independently within established policies and procedures and may provide assistance to lesser experienced employees within the same work area. The incumbent works under the general supervision of the Secretary-Treasurer; however, work is reviewed for accuracy by internal or external audit of records or by review by a supervisor or the public.

ILLUSTRATIVE EXAMPLES OF WORK

{Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Receives payments from the public for city services, balances receipts against statements; posts payments to records manually or with the use of a bookkeeping machine or computer; responds to questions from the public by phone or letter; researches records to determine problems and corrects records.
- Prepares journal entries and vouchers recording cash receipts, disbursements, inter-fund transfers, analyzes and corrects computer generated reports of these, processes invoices and records for bond payments.
- Establishes new accounts, records audit and correcting entries.
- Operates automated bookkeeping programs to post and balance accounts, runs quarterly and annual reports on the computer; performs manual calculations required to maintain records or prepare reports.
- Reviews requisitions, verifies account numbers, budget allocations, compiles reports, and prepares monthly budget reviews for each division.
- Reconciles statements of many bank accounts, analyzes transactions, makes correcting journal vouchers, balances with the general ledger.
- Maintains account payable records; posts and balances accounts, books and journals.
- May conduct process of department, division or intergovernmental agency budgeting, banking, fee collection and material acquisition.
- Processes purchase orders, direct pay requisitions; records received and issued supplies and materials, issues stock numbers, maintains accounts, balances purchase orders and/or purchase requisitions, with records of supplies and materials. Logs property, maintains necessary records.
- Mails checks, balances vendor statements, ensures that complete and proper records of transactions are kept.
- In the absence of the Secretary-Treasurer, supervises and directs the day-to-day operations within the delegated area of responsibility.
- Performs related work as assigned.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- Thorough knowledge of basic bookkeeping principles and procedures.
- Thorough knowledge of modern office methods, procedures, and equipment.
- Ability to accurately maintain financial records, and to prepare reports.
- Ability to make and verify arithmetical computations with accuracy and at a reasonable rate of speed.
- Ability to understand and follow oral and written instructions.
- Ability to operate calculating and adding machines rapidly and accurately.
- Ability to deal with the public in a pleasant, helpful, and courteous manner.
- Ability to establish and maintain effective working relationships with co-workers, the public, and supervisor.

TRAINING AND EXPERIENCE REQUIREMENTS

Graduation from high school or general education diploma with a minimum of one year of clerical accounts maintenance, bookkeeping, or closely related work experience; or substituting course work or training in bookkeeping or accounting for the experience. Must be a registered voter.