



## JOB DESCRIPTION



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**JOB TITLE: Accounting Specialist I**

**JOB CODE: 1050**

**DEPARTMENT: Varies**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Department Manager/Supervisor**

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### SUMMARY OF JOB PURPOSE

Performs a variety of general and specialized accounting-related functions; maintains accounting records including assets, claims, accounts payable, and accounts receivable; prepares and reviews budgets and other related financial transactions.

### ESSENTIAL FUNCTIONS

1. Prepares various financial documents such as invoices, statements, vouchers, checks, reports, and other financial records; reviews for accuracy, reconciles statements, and reconciles report discrepancies; may scan financial documents for electronic storage/review.
2. May receive and post payments, prepare deposits, and total accounts to ledgers or computer-based spreadsheets and databases; may reconcile bank statements.
3. Assists in the preparation of the department's and/or districts annual budget including preliminary and final budget documentation; prepares budget augmentation, augmentation resolutions, and budget transfer requests; may assist in the preparation of the department's 5-year plan.
4. Responsible for the monitoring and analysis of budget expenditures; prepares claims and purchase orders, maintains project ledgers, determines funding for purchase requisitions, and monitors for over-budget or unapproved items.
5. May provide backup for all payroll functions including the data input process of the payroll cycle, balancing and maintenance of voluntary deduction files, remitting payroll taxes and insurance premiums, submitting electronic transfers, and preparing claims and/or other related reports.
6. Reviews and/or coordinates the processing of periodic and special reporting including budget expenditure reports, projections, reconciliations, and fixed asset inventory to include modules for project accounting which identifies various capital projects for reconciliation of booked assets; compiles related statistics as necessary.
7. May be responsible for department-specific web page designs and updates including the redesign of existing web pages, informational updates, creation of new pages, and maintenance of forms and links.
8. Assists county management in audits; may coordinate related documentation for external auditors and assist during the audit process.
9. May perform a variety of clerical support duties including copying and assembling materials, collecting and distributing mail, faxing documents, ordering office supplies, answering phones, typing correspondence, and assisting the general public, customers, and/or County employees by answering questions; explains rules, policies, and procedures.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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#### **ADDITIONAL ESSENTIAL FUNCTIONS (Positions located in Vehicle Maintenance Only)**

1. Coordinates the scheduling of vehicle repairs and services and notifies appropriate contact person when work is completed; processes all Vehicle Maintenance Work Orders by verifying all parts, fluids, tires, outside repairs, etc. are accurately charged out by mechanic for all repairs and services performed; compares and verifies invoice charges associated with the corresponding work order and makes corrections as necessary to ensure accurate accounting of costs.
2. Responsible for issuing, locking out, and changing codes for the Western Energetix fuel cards as the Authorization person with Western Energetix.
3. Maintains an accurate database of all County vehicle titles by department, equipment number, and corresponding vin number; verifies and maintains all County vehicle registrations.
4. In coordination with Risk Management, documents and maintains records of all County vehicles involved in an accident; takes pictures of vehicle, requests repair estimates, and prepares statements and invoices accordingly.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma or General Education Degree (GED) and a minimum of three (3) years of progressive experience general accounting required. Additional education in accounting or bookkeeping is preferred.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routing reports and correspondence; speak effectively with the general public, customers, and/or County employees.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measures using whole numbers, common fractions, and decimals; compute rate, ratio, and percentages.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of bookkeeping and/or accounting methods, file and record management, inventory control, and budgeting. Ability to operate standard office equipment and personal computers including word processing, databases, and spreadsheet software; HTML and/or web page design techniques may be necessary.

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#### **PHYSICAL DEMANDS**

The physical demands 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee may regularly lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

The noise level in this working environment is usually quiet; some positions may be exposed to fumes or airborne particles and a loud noise level.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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