



## JOB DESCRIPTION

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**JOB TITLE: Accounting Specialist II**

**JOB CODE: 1060**

**DEPARTMENT: Comptroller**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Accountant Senior**

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### SUMMARY OF JOB PURPOSE

Performs a variety of general and specialized accounting and fiscal functions including accounting for capital assets in general and proprietary funds, departmental audits of capital asset inventories, and reconciling subsidiary records to the general ledger; plans, schedules, and performs room tax audits; conducts fiscal studies and prepares related reports and correspondence.

### ESSENTIAL FUNCTIONS

1. Accounts for capital assets of all County general governmental and proprietary funds, including tracking construction in progress, recording asset purchases, tracking and recording constructed and donated assets, recording depreciation, maintaining procedure manuals, conducting departmental audits of capital asset inventories, and reconciling subsidiary records to the general ledger.
2. Creates or works with financial records, such as vouchers, invoices, checks, claims, fees, budget reports, and accounting statements; conducts fiscal studies and prepares related reports and correspondence; may track local, state, and Federal grants, including auditing submitted monthly reports for accuracy, creating journal entries, and documenting the receipt of revenue.
3. Tracks and reconciles subsidiary accounts receivable records to the general ledger using the full accrual method; may reconcile bank statements and report discrepancies and problems; verifies and posts details of business transactions, such as funds received and disbursed, and reconciles accounts to ledgers using computer spreadsheets and databases.
4. Conducts regular room tax audits; ensures collection is in accordance with Douglas County Room Tax Manual, Douglas County Code, and State of Nevada Revised Statutes; answers room tax questions, as County expert, from public; responds to requests of information from other Douglas County departments/employees, the public and other government entities.
5. Provides assistance to internal auditor in conducting periodic or routine audits; may coordinate related documentation for external auditors and assist during the annual audit process; may assist in reviewing outside construction contractor's payroll reports for Federal law compliance.
6. Tracks various deferred revenue accounts and payments to the County to ensure adherence to accounting standards and County policies and procedures; follows-up on late payments, as appropriate.
7. May prepare budget augmentations, augmentation resolutions, and budget transfer requests; may prepare accounts payable claims and monitor status of expenditures against the approved budget; prepares a variety of statistical and/or financial reports.

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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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#### 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 equivalent, and four (4) years experience in general accounting; or, an Associate's Degree in Accounting or other closely related field with two (2) years experience in Accounting; or other equivalent combination of education, training, and experience that could provide the required knowledge, skills, and abilities.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine 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 fundamental principles and techniques used in bookkeeping and accounting; file and record management, inventory control, and budgeting; applicable state and Federal statutes, rules, codes and regulations; principles of record keeping and records management; County policies and procedures.

Ability to accurately account for funds collected, track transactions, and verify appropriate distribution of funds; prioritize multiple tasks, projects and demands; correct and update financial information records; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in reading, interpreting, understanding, and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; explaining laws and regulations pertaining to room taxes; establishing and maintaining effective working relations with co-workers and those contacted in the course of work.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### 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.

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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

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipments; may work under stress of deadlines.

**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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