

ACCOUNTING SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs accounting and clerical tasks involved in the detailed maintenance of the financial records for a particular department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Accounting Specialist is the first position in the accounting level series. Employees in this class perform accounting and clerical tasks to maintain a set of fiscal accounts for a City department or division. Work duties may be general to include maintaining of various accounting records, reconciliation of statements, resolving report discrepancies and problems, researching and correcting errors, tabulating statistical data for presentation or reports and balancing books or accounts. Or, the incumbent may be assigned to a specific accounting function such as accounts payable, purchasing, payroll, personnel records, etc. The Accounting Specialist will perform any combination of calculating, posting, verifying, reporting and research duties to obtain financial data for use in maintaining accounting records. The incumbent is generally expected to independently perform work assignments without direct supervision; however, technical assistance is available for abnormal circumstances.

ESSENTIAL FUNCTIONS OF THE CLASS: (Illustrative only)

Verifies and enters details of transactions as they occur or in chronological order in computerized account and cash journals; balances records and statements and compiles reports to show statistics, financial information, expenditures, accounts payable/receivable, profit and loss, and other items pertinent to business operations; calculates employee wages and maintains computer payroll and labor tracking records; uses a personal computer and word processing and spreadsheet software to retrieve and/or input data; proofs printouts to catch errors and to make corrections; prepares budget information based on previous budget figures or estimated revenue and expense; compiles tables of revenues and expenditures to show current budget status; computes ratios and percentages to make budget comparisons, indicate trends and shows other selected factors; processes purchasing requests; transfers funds amongst accounts as needed; verifies and reconciles errors on computer printouts to maintain accounting records; reviews source documents, such as vouchers, invoices, cash receipts and purchase orders for completeness and accuracy; may type vouchers, invoices, account statements, payroll, periodic reports and other records; performs a variety of clerical tasks such as typing, answering phones, opening mail, sorting documents, filing, etc.

MINIMUM QUALIFICATIONS: (Knowledge and Abilities)

Knowledge of accounting and record keeping practices used in the day-to-day maintenance of fiscal accounts; of computerized accounting systems and word processing and spreadsheet software.

Ability to accurately make mathematical computations using decimals, fractions and percentages; to proofread numerical data and verify its accuracy; to prepare detailed fiscal reports; to organize accounting assignments and projects; to work effectively with co-workers and managers; to maintain

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confidentiality of personnel and payroll records; to use accounting and spreadsheet software to carry out duties; to follow complex oral and written instructions; to use 10-key and operate other office equipment such as typewriters, copiers, etc.

Revised and Retitled from Account Clerk II: 10/85

Revised: 6/90; 10/90; 10/00; 06/01