



ACCOUNTING SPECIALIST JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of responsible accounting functions related to the activities and operations of the City's Finance Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director, who reviews work for conformance with policies and procedures.

EXAMPLE OF DUTIES:

- Payroll
- Accounts Payable
- Budget
- Audit Coordination
- Financial Reporting
- Financial Planning
- Fixed Assets/Capital Improvement Projects
- Petty Cash Custodian
- Private Projects

EDUCATION AND EXPERIENCE:

AA in Accounting preferred. High school diploma or General Educational Development (GED) Certificate required, preferably including or supplemented by courses in bookkeeping or accounting. Minimum of three years of increasingly responsible experience in maintaining complete financial and statistical records, using computerized systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices and methods of accounting with emphasis on municipal accounting. Knowledge of modern office management procedures, practices and equipment. Ability to operate a variety of office and communications equipment, including a 10-key calculator by touch, and personal computer with word processing and accounting software. Ability to maintain various financial records and make mathematical calculations with speed and accuracy. Ability to work independently, and interpret and implement various laws. Ability to understand and follow verbal and written directions. Ability to use initiative and sound independent judgment within established guidelines and to prioritize work while conducting multiple tasks. Ability to establish and maintain effective working relationships with co-workers and those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 25 pounds at waist level. Frequent sitting, some standing and walking required. High use of computer terminal and keyboard. High to moderate requirement for hand coordination, visual ability (close vision, color vision, and the ability to adjust focus) and cognitive abilities. Must tolerate moderate noise levels and interruptions in open office environment. Works indoors in controlled conditions.

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.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.