

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Accounting Specialist
ALLOCATION: County-Wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1996
REVISED: January 2008

JOB SUMMARY:

Under direction performs specialized accounting support duties including departmental payroll, billing, accounts payable, accounts receivable, tax billing and collection; performs financial and accounting office support duties that require a specialized knowledge; provides administrative support to assigned supervisor; performs the most difficult and responsible types of duties assigned to classes within this series, which may include providing lead direction over assigned personnel, and performing duties including, but not limited to, verifying and processing departmental payroll, reviewing a variety of financial reports for accuracy, performing the more complex research and auditing of financial documents and performs other duties as assigned. Incumbents at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

This is the advanced journey administrative support level in the clerical accounting series.

CLASS CHARACTERISTICS:

This position reports directly to a supervisory or management position, depending on department assigned. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made.

EXAMPLES OF DUTIES:

Essential:

- Conducts the more complex research and auditing of financial transactions and reports; adjusts accounts as necessary.
- Receives, reviews, and audits departmental payroll information; enters data and produces trial balances for salaries, deductions and leave information; gathers data related to salaries and benefits for budget purposes; balances benefit liability reports.
- Maintains records, prepares billing and receives monies related to secured, unsecured and supplemental tax bills; computes penalties and interest; receives and receipts payments.
- Reviews and reconciles varied reports, journals, budget, departmental payroll, tax, revenue or related financial or business data; prepares journal entries as assigned.
- Maintains records, balances receipts and accounts and prepares periodic reports regarding separate funding sources and trust accounts; makes detailed entries to various computerized databases, depending upon functional area to which assigned.
- Receives and reviews invoices; resolves discrepancies; codes information for proper charging to budget units or cost centers and prepares for payment; ensures proper authorization and compliance with County, departmental, State, Federal and other applicable policies and procedures.
- Receives and balances monies from and prepares revenue distribution documents for County departments; posts revenues daily.
- Prepares a variety of detailed financial, accounting and statistical reports; distributes such reports to governmental, funding or other organizations.
- Maintains various subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate ledger entries.
- Reviews a variety of financial reports to ensure conformance with laws, codes, and regulations.
- Tracks inventory and purchases supplies and equipment.
- Tracks personnel related activities for assigned department such as evaluations and merit increases.
- Provides information to the public or to County staff that requires the use of judgment and the explanation of processes, rules or procedures.
- May plan, prioritize, and review the work of staff assigned to a variety of accounting support duties.
- Provides staff training; works with employees to correct deficiencies.
- Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May perform the work of accounting support staff on a training or relief basis.
- Uses standard office equipment, including a computer, in the course of work; may drive a motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Policies and procedures related to the functional area(s) to which assigned.
- Business arithmetic, algebra, statistics, and their applications.
- Applicable laws, codes, and regulations.
- Principles and practices of financial record keeping and bookkeeping.
- Principles and practices of auditing financial documents and records.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Basic budgetary practices and terminology.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles and practices of technical and functional supervision and training.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Performing the most complex accounting support duties.
- Organizing, researching and maintaining accounting and office files.
- Making accurate arithmetic calculations.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Preparing accurate and timely billings and reports.
- Interpreting, applying, and explaining applicable laws, codes and regulations.
- Meeting critical deadlines.
- Operating standard office equipment.
- Providing lead direction over assigned staff; effectively training staff.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Use initiative and independent judgment within established procedural guidelines.
- Establish and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Education and Experience:

MINIMUM: Graduation from high school; and two years of experience at a level equivalent to the County's classification of Accounting Assistant II.

PREFERRED: In addition to the minimum, two years of college (60 semester units) with course work involving accounting, bookkeeping or a related field.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Martha Wilson
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____