

## ACCOUNTING SPECIALIST

### **DEFINITION**

Under general supervision, the Accounting Specialist performs a variety of complex accounting and financial duties, including accounts payable, accounts receivable, utility billing support, business license coordination, and maintenance of financial and statistical records. This position requires familiarity with generally accepted accounting principles, the ability to work independently, and a strong attention to detail. The Accounting Specialist supports the District's finance and administrative functions and interacts with staff, vendors, and the public in a professional and service-orientated manner.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager. Works in coordination with the District Treasurer. May provide technical and functional direction and training to assigned staff as needed.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level, specialist classification within administrative services responsible for performing technical and clerical accounting duties with minimal supervision. The work requires application and interpretation of policies, procedures, and regulations and involves frequent contact with the public and staff. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibilities, working with a high degree of independent judgement, tact, and initiative. Employees research, select, and apply the most appropriate methods to accomplish assigned tasks and handle problems and deviations in work assignments in accordance with established policies and procedures. Completed work is usually evaluated for soundness, appropriateness, and conformity to policy and requirements, and the methods used in arriving at the end results are not usually reviewed in detail.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Process accounts payable and receivable, including verifying invoices, preparing checks, maintaining vendor records, and reconciling statements.
- Enter and post financial data to appropriate ledgers, journals, and databases.
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- Assist in preparation and maintenance of business license records (if applicable).
- Perform bank reconciliations and assist with cash handling, deposits, and balancing daily receipts.
- Support payroll processing by compiling and entering data, verifying time records, and responding to employee inquiries.

- Coordinate with auditors and District Treasurer during financial and operational audits by providing requested documentation and explanations.
- Coordinate with District Treasurer to ensure good governmental accounting practices are being followed.
- Review and recommend improvements to financial procedures to enhance accuracy, efficiency, and compliance.
- Provide training or guidance to staff on financial processes and procedures as needed.
- Support internal controls and compliance activities, including documentation and monitoring of financial policies and procedures.
- Assist with budget preparation and monitoring, including compiling data, tracking expenditures, and preparing variance reports.
- Maintain various financial reports, logs, and filing systems related to finance operations.
- Assist with month-end and year-end closing processes and provide documentation for audits as needed.
- Communicate with vendors, customers, and staff regarding financial transactions and procedures.
- Operate a variety of office equipment, including computers, financial software systems, and spreadsheets.
- Administrative staff are required to deal tactfully with the public and others in providing information and customer service. Some of the duties include but are not limited to receiving and processing payments in person, online or over the phone; creating and terminating customer utility bills; answering the phone and forwarding calls to staff as necessary; collecting and distributing incoming mail.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Generally accepted accounting principles that apply to governmental accounting and payroll.
- Principles and practices of financial recordkeeping and basic governmental accounting.
- Procedures for processing accounts payable, accounts receivable, and payroll.
- Utility billing systems and related customer service practices.
- Office practices, procedures, and equipment, including Microsoft Office Suite.
- Practices and procedures relating to basic data processing and systems operation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Prepare, analyze, and audit complex data and draw logical and sound conclusions.
- Analyze operational problems and recommend and implement effective corrective measures.
- Apply Federal, State and local laws and regulations pertaining to accounting and auditing work.
- Communicate clearly and concisely, both orally and in writing.
- Work independently and exercise sound judgment within established guidelines.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Experience:** Two years of increasingly responsible public payroll/accounting experience.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, or business.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.