

**TITLE:** Accounting Specialist  
**DEPARTMENT:** Accounting/Finance  
**CLASSIFICATION:** Full-Time, Non-exempt  
**REPORTS TO:** Accounting Manager



## **Job Description**

### **SUMMARY OF RESPONSIBILITIES**

Performs a variety of routine, but complex professional, administrative, and technical accounting and financial functions in maintaining and reporting the fiscal operations of the City.

### **ESSENTIAL FUNCTIONS**

1. Prepares and reviews journal entries for the monthly and year-end closing process; assists in the preparations of monthly financial statements.
2. Assists City's Accounting Manager to review procedures and policies to ensure compliance with Federal, State and City accounting regulations. Develops and implements recommendations to improve efficiency of operations and strengthen internal controls that relate to the job responsibilities.
3. Performs in a back up roll to review payroll vouchers for all departments, process bi-weekly payroll and prepare related reports.
4. Processes monthly utility billing, reviews reports for accuracy, and maintains all related records.
5. Assists the City's Accounting Manager in the preparation of schedules and account reconciliations for the annual audit.
6. Performs data entry required to update all financial software to ensure compliance with State and Federal regulations and implements software capabilities that are advantageous to the City.
7. Performs activities to collect final and past due utility bills and outstanding invoices by contacting past due customers and sending re-billings.
8. Serves as custodian of the records related to collections and maintains the records in accordance with all City ordinances, procedures, policies, and federal and state statutes.
9. Performs activities required to transfer all money (cash and checks) collected by the Accounting/Finance Department to the City Treasurer.
10. Prepares invoices and past due notices as required and follows up with other City departments regarding collection issues.
11. Performs activities required to maintain the City's accounts receivable records.

<b>ESSENTIAL FUNCTIONS - CONTINUED</b>
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12. Performs activities to balance and reconcile the cash collections' drawer and prepares the daily bank deposits.
13. Oversees, manages, balances and accounts for the petty cash fund.
14. Performs activities to process "insufficient funds" and "account closed" checks with the objective of accomplishing collection.
15. Performs other related administrative duties as assigned by supervisors.

## Job Specifications

### Direct Reports

- 1) None

### Working Conditions

Following are particular working conditions that are associated with this position:

- 1) Standard office environment

### Physical Demands

Individuals in the position must meet and maintain the physical and mental ability, with or without accommodation, to;

Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feel and operate standard office equipment		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

This job requires that the following weight/s be lifted or force be exerted with or without accommodation;

Weight	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Lift up to 10 X lbs.		X		
Push up to 25 lbs	X			
Pull up to 50 lbs.	X			
Depress up to 10 lbs. (e.g., clutch of a vehicle)	X			

**Conditions of Exposure**

- 1) None

**Required Certifications**

- 1) None

**Minimum Skills / Qualifications**

- 1) A minimum of five years experience in accounting or finance positions or an Associates Degree that includes significant accounting course work or the equivalent thereof.
- 2) A minimum of 2 years prior experience handling administrative duties such as organization and maintenance of filing systems, handling correspondence, internal and external interaction with the public and answering incoming calls.
- 3) Experience organizing and retrieving materials effectively (paper and electronic data management).
- 4) English verbal and written communication skills, including business composition, to effectively communicate with the public, City Officials, and coworkers in writing and verbally.
- 5) Experience operating standard office equipment to include fax and copiers, business phone systems and other equipment as required.
- 6) Basic PC skills to include Microsoft Office (i.e., Word, Excel, Outlook).
- 7) Demonstrated ability to work successfully in a team environment, functioning for the good of the organization over the individual.

**This job description is not meant to be an all-inclusive statement of every duty and responsibility that will ever be required of an employee in the position. Also, nothing in this job description changes the at-will relationship of employment applicable to all employees in our organization.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**