

ACCOUNTING SPECIALIST

NATURE OF WORK

This is specialized clerical work of an accounting or financial nature.

Positions of this class are responsible for the accurate processing of accounting or financial records at City Hall. The work flow within the accounting-revenue collection area generally consists of receiving payments from citizens for city services or taxes, operating a cash register, balancing revenues against receipts, posting information to accounting or financial records by machine or manually, and preparing reports from existing records. Depending on the assigned work area, a position may be involved with performing all tasks in the workflow or specializing in one major task of the workflow. Positions require accuracy in receiving and/or posting, the operation of a calculator or adding machine to run totals or balance records, and a pleasant, courteous, and helpful service provided to the public or city employees. Once the details of the position are understood and experienced, employees work independently within established policies and procedures and may provide assistance to lesser experienced employees within the same work area. Work is reviewed for accuracy by internal or external audit of records or by review by a supervisor or the public.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Receives payments from the public for city services, permits, and taxes; balances receipts against statements; posts payments to records manually or with the use of a bookkeeping machine or computer; responds to questions from the public by phone or letter; researches records to determine problems and corrects records.

Operates a computerized bookkeeping machine to post and balance accounts, print utility bills and city payroll, runs quarterly and annual reports on the computer; performs manual calculations required to maintain records or prepare reports.

Receives and responds to phone calls and letters concerning sales tax, property tax, licenses, and permits; prepares and types correspondence; prepared license applications for mailing, issues permit applications; receives and records payments; balances property tax ledger.

Maintains account payable records; posts and balances accounts, books and journals.

Performs related work as assigned.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of basic bookkeeping principles and procedures.

Some knowledge of modern office methods, procedures, and equipment.

Ability to accurately maintain financial records, and to prepare reports.

Ability to make and verify arithmetical computations with accuracy and at a reasonable rate of speed.

Ability to understand and follow oral and written instructions.

Ability to operate calculating and adding machines rapidly and accurately.

Ability to deal with the public in a pleasant, helpful, and courteous manner.

Ability to establish and maintain effective working relationships with co-workers, the public, and supervisor.

TRAINING AND EXPERIENCE REQUIREMENTS

One year of clerical accounts maintenance, bookkeeping, or closely related work experience; or substituting course work or training in bookkeeping or accounting for the experience.