



Accounting Specialist

Purpose of the role:

Under general supervision from assigned supervisory staff, performs a variety of responsible accounting support and administrative work in the preparation and maintenance of budgetary, financial and statistical records within the assigned area; prepares and maintains accounts payable, accounts receivable and purchase orders, reconciles daily cash, processes payroll and prepares a variety of financial reports; and performs related duties as assigned.

Distinguishing Characteristics:

The Accounting Specialist class is a paraprofessional level that requires general knowledge and understanding of accounting principles and practices. Incumbents in this class perform highly responsible duties in the preparation and maintenance of City and/or departmental budgetary, financial and statistical records and reports to ensure that operations are carried out within budget and in accordance with sound financial management principles and practices. This class is distinguished from the Accounting Assistant II by the relative level of knowledge required to perform a diverse set of accounting related duties that are more complex and require a more in-depth foundation of accounting knowledge.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Prepares and maintains ledgers and financial records on capital projects; prepares, analyzes and reviews detailed pay estimate forms on spreadsheets; verifies budget, contract, plans, specifications and written change orders; reviews notice of completion documents and purchase order information to ensure accuracy and completion detail; monitors all expenditures pertaining to Capital Improvement Projects.
- Compiles budget request data submitted by City departments; reviews compiled budget documents to ensure all required submissions have been received and all steps are complete; reviews departmental requests for significant variances and accuracy of information.
- Compiles financial data and prepares budget worksheets per requests from City Manager's Office and the Finance Department; analyzes and compares data and prepares summaries of findings and conclusions; develops reports on the status of Capital Improvement Projects; monitors expenditure costs and revenue.
- Prepares purchase order for assigned contracts; review contract

agreements, funding sources and account numbers; requests electronic purchase orders and monitors approval as necessary.

- Prepares, analyzes and distributes periodic financial, statistical and other reports; reviews reports for accuracy pertaining to funding sources and budget matters; prepares spreadsheets to download data and convert into graphic charts; researches and prepares special reports on expenditure accruals for various financial and operational matters; responds to questions regarding the status of budgets and accounts.
- Generates computerized accounts receivable invoices for various City services; works with various outside agencies in the collection of unpaid charges relating to damages City property and various services rendered.
- Verifies the accuracy of vendor invoices; reconciles and resolves vendor invoice errors; prepares pay requests for the Finance Department maintains records and files of purchase orders, contracts, pay requests and related documents.
- Calculates, prepares, types and mails invoices to customers for various services; posts and maintains ledgers for receivable accounts; codes, types and posts receipts for payment.
- Reconciles and balances daily cash receipts using cash register journal tapes; examines receipts for accuracy and completeness; codes and prepares receipts for funds received; maintains records of deposits by account and prepares monthly reports of cash received by revenue type; prepares adjusting journal entries for various transfers of funds from City departments; transmits receipts and funds to the Finance Department.
- Collects and reviews time sheets for accuracy; enters information into appropriate computer software program for the processing of payroll; creates proof sheets and verifies for possible errors in data entry of information.
- Trains other departmental staff on budgeting, accounting, purchasing, and payables processing procedures and practices; trains staff on development and generation of computer spread sheets and reports.
- Maintains and processes requests to replenish petty cash and vendor revolving funds; reimburses staff for petty cash purchases.
- Provides backup clerical and administrative assistance to other staff.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Desired
Minimum
Qualifications:**

Knowledge of:

- Practices and procedures of governmental budgeting and accounting including accounts receivable, accounts payable, purchasing and the processing of payroll.
- City rules, procedures and practices governing cash receipt activities, purchasing, accounts payable processing, and related financial transactions.
- Methods, practices, documents and terminology used in financial record keeping.
- Policies and procedures of fundamental accounting and internal control.
- Intermediate principles and techniques of research and analysis.
- Occupational hazards and standard safety practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Perform a variety of responsible accounting work involving the use of independent judgment and personal initiative.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Perform routine financial analysis within the assigned area and prepare associated reports on findings.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare clear and accurate financial records and reports.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer Focused
- Flexible/Adaptable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting or a related field.

**Education and
Experience
Guidelines:**

Experience:

Three years of progressively responsible clerical accounting experience.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein 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 job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; frequent interaction with City staff and the public; assignments may have strict deadlines.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: