



CLASSIFICATION NO. 098

Established: 2/80

Revised: 5/88, 6/92

FLSA: Non-exempt

EEO: 6

ACCOUNTING SPECIALIST 1

CLASS CHARACTERISTICS

Under general supervision, to prepare, process, reconcile, balance, adjust and maintain accounting records, supporting documents and routine account summaries and reports; to respond to requests and inquiries from internal and external customers; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Specialist 1 is the entry level in the paraprofessional Accounting Specialist classification series. Incumbents perform a limited variety of accounting and office support duties within a specialized accounting function, such as budgeting, grant administration, accounts payable, accounts receivable, payroll or investments. Incumbents also assist internal and external customers with issues related to assigned function. Duties are performed in accordance with established procedures and specific instructions.

The Accounting Specialist 1 differs from the Accounting Specialist 2 which provides advanced paraprofessional support such as preparing financial/statistical reports, tax returns and corrective journal entries, and assisting departments in budget/grant preparation and administration. It also differs from the Accounting Clerk which performs routine clerical accounting and office support duties, but does not reconcile accounts or prepare account summaries or reports.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews payment requests, invoices, claims and vouchers for accuracy, proper authorization and conformity to County procedures; calculates, posts and reconciles amounts; verifies, codes and inputs data into an automated financial system; identifies errors and posts adjusting entries; refers unusual or questionable items to higher level staff.
2. Prepares and processes purchase orders, requisitions bank deposit slips, vouchers, travel requests, time sheets and other documents; compares accounting records to various manual and computer reports to verify coding, entries and balances; prepares routine manual and computer spreadsheets from identified source data.
3. Posts journal entries, journal vouchers, deposits, cash receipts, checks, interest and other adjustments from prepared and approved documents; computes payroll deductions, discounts and interest; prepares trial balances.

4. Receives, receipts and calculates various payments; determines outstanding balances; calculates payoff figures; disburses petty cash funds; reconciles amounts received and paid out with balances.
5. Maintains routine accounting, purchasing, inventory and general files; groups documents for processing; sorts documents in alphabetical and numerical order; compiles information and prepares routine, recurring summaries and reports reflecting account status.
6. Provides internal and external customer service; responds to a variety of department and vendor requests for information relative to assigned function; provides information or services as authorized or refers to appropriate individual for response.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic methods and practices of financial recordkeeping; basic accounting and bookkeeping systems, procedures and techniques; financial terminology; basic financial information systems and spreadsheet software; basic math; office practices, procedures and equipment.

Skill to: Interpret and process financial documents according to appropriate procedures; accurately count, record and balance transactions; perform arithmetic calculations and enter data with speed and accuracy; operate a calculator, computer terminal, typewriter and other office equipment; provide customer service by effectively meeting and interacting with the public, coworkers and personnel of other departments in a courteous, professional manner; establish and maintain effective working relationships with vendors and County employees; communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies and Housing Authority must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

OTHER INFORMATION

The Accounting Specialist series is part of a promotional career path within approved departments. Incumbents in the Accounting Specialist 1 classification may be promoted to open positions in the Accounting Specialist 2 classification. Possession of the required knowledge, skills and abilities at the higher level must be documented in an approved promotional evaluation.

Edited: 11/20