

POSITION DESCRIPTION

Title: Accounting Specialist (Job Class Code: 0209)	Effective Date:	October 1999
	Pay Grade:	10
Department: Finance	FLSA:	Non-Exempt

GENERAL PURPOSE: Performs moderately difficult accounting transactions including specialized accounting projects.

SUPERVISION RECEIVED:

Work performed under the general supervision of the Finance Director or the Assistant Finance Director.

SUPERVISION EXERCISED:

May supervise other non-exempt full-time, part-time, or temporary staff as directed by the Department Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and analyzes statements, Comprehensive Annual Financial Report (CAFR) documents and reports, reconciling them with the general ledger and the fixed asset software program.
2. Responsible for one or more of the following: budgeting, cash or revenue management, cost accounting, program analysis, accounts receivable, accounts payable, and/or fixed assets.
3. Prepares and interprets the meaning of various routine financial statements and reports involving limited research and analysis.
4. Develops, recommends, and/or implements improvements, adaptations, or revisions in accounting systems and procedures.
5. Identifies fixed assets, tags assets, enters the data into the fixed asset software system, and maintains asset records in numerical order. Tracks financial expenditures of the Construction in Progress assets.
6. Prepare annual asset inventory report; prepares annual surplus list and coordinates the surplus assets' transportation to surplus storage or to other departments.
7. Prepares fixed asset insurance lists and reconciles the list for vehicles and machinery and equipment with the Fleet Manager.
8. Receives and verifies for completeness and accuracy the daily sales tax reports and tax-free sales report. Prepares monthly sales tax report for the Finance Director. Works with St. Tammany Parish Sales Tax Office to identify and track new business sales tax remittance and verifies sales tax location codes in the GIS Mapping system.
9. Responsible for tracking check numbers when checking out checks for payroll and accounts payable clerks. Signs manual checks upon approval from the Finance or Assistant Finance Director.
10. Receives and verifies assigned Grant drawdown's and submits grant reports for payment, maintains files, for assigned grants and prepares for annual state audit for assigned grants.
11. Attends bid openings to witness and initial bid amounts submitted by contractors.

12. May guide and monitor the work of accounts clerks as directed by the Department Director.

Other Responsibilities:

Performs other work-related duties as assigned.

Education, Experience, and Skills Required:

1. High school diploma or GED equivalent (specialized course work in general office practices such as typing, accounting, data processing preferred).
2. Four (4) years experience in accounting.
3. Any equivalent combination of education and experience that provides the required knowledge, skills and abilities to successfully perform the job.

Necessary Knowledge, Skills, and Abilities:

4. Knowledge of accounting principles, procedures, and methodologies.
5. Ability to draw logical conclusions from analysis of moderately complex accounting data and financial statements.
6. Working knowledge of computers and electronic data processing, including spreadsheets; working knowledge of modern office practices and procedures.
7. Skill in operating listed tools and equipment
8. Ability to apply City policies and procedures.
9. Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing with employees, government officials and the general public; ability to establish successful working relations; ability to work under pressure and /or with frequent interruptions..

Special Requirements:

May be required to work overtime or adjust hours to address problems; Must be detail oriented.

TOOLS AND EQUIPMENT USED

Personal Computer, fixed asset software, central finance computer, 10-key Calculator, multi-line phone, scanner, fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:		Approval:	
	Civil Service Director		Department Director