



## ACCOUNTING SPECIALIST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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 qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, coordinates and performs the duties of the City's payroll functions; administers the City's benefits; performs duties related to business licenses; assists with the budget and other general accounting and financial reporting duties; prepares a variety of journal entries; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Accounting Specialist** is the journey level classification expected to perform the full scope of paraprofessional financial assignments. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions, and the availability of supervision when required. This classification is distinguished from the next higher classification of Accountant in that the latter is a professional level class responsible for the more complex and difficult technical and professional duties within the Department.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Director of Administrative Services. Incumbents may exercise technical and functional supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Coordinates and performs the duties of the City's payroll functions; performs duties related to business licenses; assists with the budget and other general accounting duties; prepares a variety of journal entries.
- Processes the City's bi-weekly payroll; issues and collects bi-weekly time sheets; enters overtime rates, retroactive pay, and step increases; validates vacation, sick leave, and comp time accruals; processes changes to pay rates, retroactive payments, deductions, and benefits; sends payroll information to a contract payroll company for final processing and printing of checks, journal entries and reports;.
- Assists in the processing of and monitoring of Workers' Compensation claims; prepares a variety of quarterly and annual reports, including PERS reports and reports for EDD and the state; prepares a variety of general ledger journal entries, including the miscellaneous payroll and payroll transfers, cash and investment activity, and reclassifications and corrections.
- Enrolls employees in CALPERS and other benefits;

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- Prepares accounts payable; sorts and distributes invoices from vendors; contacts vendors regarding invoices and payments; prepares 1099's for vendors as required on an annual basis; processes and codes invoices; receives departmental approval; enters all pertinent information into the City's computer system, generates, prints, and mails checks for payment; files and maintains copies of checks with invoice backups; creates various accounts payable reports; reconciles accounts payable to the general ledger.
- Oversees and processes business licenses; works with other City staff to identify noncompliant businesses, checks applications for accuracy and completeness; prepares annual business license billing; prepares late notices and possible citation letters; prints and mails licenses; reconciles and monitors special deposit accounts for developers.
- Assists with budget preparation; updates spreadsheets and inputs data, including payroll and benefit cost spreadsheets; prepares monthly and quarterly reconciliation to the general ledger for payroll, fixed asset and special deposit accounts; assists with the annual audit.
- Special projects assigned by Director of Administrative Services, to include but not limited to researching, fact finding, analysis, photocopying, scanning, faxing.
- Assists the public by phone and at the counter as required; listens to and receives complaints; demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; represents the City to all callers and visitors in a professional and customer friendly manner.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **SECONDARY FUNCTIONS:** *(include but are not limited to the following)*

- Prepare monthly reconciliation, report and analyses of all City revenues including but not limited to property and sales tax, state gas tax, other taxes, franchise fees and all other fees and revenues received and generated by the City.
- Receives and enters utility and permit payments and fees; issues receipts, balances cash and prepares daily bank deposits; gathers payments and documents from the mail and over the counter; performs data entry and posts receipts to various City accounts and funds.
- Purchases office and janitorial supplies; arranges printing orders for all City departments; researches vendors to ensure the best pricing, provides assistance during the annual audit.
- Process new accounts and close accounts for water and sewer services; collects and tracks utility deposits for new accounts; processes meter reads, reviewing for accuracy and processing necessary verifications and corrections; prepares work orders; process water and sewer bills; sends electronic file of billings to contract billing company for printing and mailing; prepares notices and letters for delinquent accounts and non-sufficient check customers for payment; handles collections as necessary.
- Answers a variety of questions, including questions on utility service and business licenses; processes customer requests; sorts all incoming City mail, assists in processing departmental

incoming and outgoing mail; maintains a variety of records and files; prepares various month end reports.

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**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:** Modern principles and practices of financial record keeping, report writing, and basic governmental accounting, including payroll; computer operations and databases; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:** Prepare the City's payroll and related functions; administer the City's benefits; prepare, maintain, and reconcile various financial, accounting, and statistical records; keep accurate records; respond to questions from the public and City personnel regarding policies and procedures for assigned areas; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:** Operate standard office equipment, including an office computer and a variety of word processing, spreadsheet, and software applications, including billing and financial systems.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:** Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Accounting Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of responsible experience in payroll, accounts payable, accounts receivable, clerical accounting, and budgeting, which included financial and statistical record keeping, public contact, and the application of policies and procedures, and an associate's degree or equivalent.

**License/Certificate:** Possession of, or ability to obtain, a valid Class C California driver's license.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and

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using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON-EXEMPT