

ACCOUNTING SPECIALIST

CLASS CODE/PAY GRADE

Class Code: 3315

EEO Code: F

Pay Grade 118

MAJOR FUNCTION

Advanced, responsible work in maintaining accounting and/or payroll records. May require supervisory responsibilities.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for daily operations of a functional section. May be totally responsible for accounts of an activity or division. Identifies and implements changes that will enable the functional section to operate more efficiently. Supervises employees operating in a functional unit. Trains and supervises subordinate personnel.

Prepare year-end schedules to be used as support document for financial statements. Coordinate year-end activities related to functions.

Assist in the preparation of budget estimates.

Supervises payroll audit functions.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the laws, rules, and regulations relative to financial records within the unit of assignment. Knowledge of mainframe computer for payroll and financial accounting.

Ability to perform daily work involving written or numerical data and to make arithmetic calculations rapidly and accurately. Ability to audit accounting or payroll functions. Ability to supervise. Ability to establish and maintain good working relationships with public and other Departments.

MINIMUM QUALIFICATIONS

Two (2) years of experience as an Senior Accounting Clerk or equivalent.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity for data entry. Ability to look at a CRT screen for long periods.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend instructions, procedures, memos, financial reports, formatted financial statements, and letters. Ability to do general mathematical calculations including basic accounting and bookkeeping. Ability to write and speak clearly and concisely to relay information, data, and details to others.

Revised 10/94

Revised 10/03