



ACCOUNTING SPECIALIST I

Department: Accounting
Range:

FLSA Status: Non-Exempt
Effective Date: July 1, 2010

General Purpose

Under close supervision of the Accounting Supervisor, to perform routine entry level financial record keeping work related to maintaining and checking financial and statistical records; and to perform other related duties as required.

Distinguishing Characteristics

This class is the entry level in the Accounting Specialist series with primary responsibility for accounts payable. This class is differentiated from the Accounting Specialist II in that incumbents are expected to work with greater independence, and have responsibility for intermediate to moderately difficult and complex duties with primary responsibility for Payroll.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assembles, matches, sorts, tabulates, checks and files numerical data.
- Uses computer systems to compile information or create documents relating to customers' transactions, fixed assets, and property tax records.
- Uses spreadsheet software to keep financial records and process documents involved in financial transactions.
- Codes invoices with vendor and account numbers and enter into computer for processing accounts payable.
- Prepares checks for authorized signatures and mailing.
- Receives lease payments and maintains related files.
- Assists with the preparation of District payroll records and documents.
- Prepares and processes a variety of bi-weekly, monthly and quarterly reports; assembles, prepares and enters into computer a variety of data.

- Prepares accounts receivable invoices, journal entries and reports.
- Prepares and submits credit applications.
- Assists in customer service duties as needed; answers switchboard; works with utility customers and accepts payments.
- Updates utility billing accounts.
- Maintains petty cash; count customer service cash drawers as required.
- Creates correspondence.
- Reconciles accounts to the general ledger.
- Keeps abreast of new laws and regulations effecting area of responsibility.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Purposes, methods, and practices of financial record keeping and accounting at a basic level.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Personal computer operation and related software applications including basic level Microsoft Office, e-mail, accounting software programs and web-based communication tools.
- Statistical and record keeping methods.
- Safe work practices.

Ability to:

- Maintain a variety of basic financial records.
- Establish and maintain cooperative working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Gather, analyze, and interpret data.
- Understand and apply District procedures without immediate supervision.
- Follow written and oral instructions.
- Make mathematical calculations rapidly and accurately.

- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Keyboard at 40 wpm and use a 10-key calculator by touch.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A high school diploma or satisfactory equivalent, preferably supplemented by the completion at least two (2) college level courses in accounting, finance, business administration, or related subjects; and

Experience:

A minimum of one (1) year of progressively responsible experience in fiscal, statistical, and financial record keeping.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.