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## ACCOUNTING SPECIALIST III

Department: Accounting  
Range:

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

### **General Purpose**

Under general direction of the Accounting Supervisor, to perform advanced/lead and technical financial and statistical record keeping related to maintaining the District's general ledger including preparing month end and year end journal entries, reports and auditing work; to provide technical assistance to the Accounting Supervisor; and to perform other related duties as required.

### **Distinguishing Characteristics**

This class is the advanced/lead level in the Accounting Specialist series, and is differentiated from the Accounting Specialist II in that incumbents are expected to work with greater independence and serve at an advanced/lead level. Incumbents perform complex technical accounting tasks and reports, with primary responsibility for record keeping related to the District's general ledger and for providing technical assistance to the Accounting Supervisor.

### **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.

- Works directly with the Accounting Supervisor in maintaining the District's general ledger, fixed asset ledger and all subsidiary ledgers.
- Prepares various journal entries; reconciles accounts to the general ledger.
- Assists with bank account reconcilements and prepares easy to understand spreadsheets summarizing data from the computer.
- Prepares and processes a variety of bi-weekly, monthly, quarterly and year-end reports; assembles, prepares and enters into computer a variety of data.
- Prepares accounts receivable invoices, journal entries, and reports.
- Prepares financial statements for annual audit; provides assistance to outside auditors.

- Reconciles and transfers funds from remote site bank accounts to general bank account.
- Posts and reconciles daily banking activity.
- Performs special projects, as assigned.
- Assembles, matches, sorts, tabulates, checks and files numerical data.
- Uses computer systems to compile information or create documents relating to customers' transactions; processes customer refunds; record taxes and liens paid by County.
- Uses spreadsheet software to keep financial records and process documents involved in financial transactions; processes invoices for payment.
- Prepares checks for authorized signatures and distribution and/or mailing.
- Assists the Accounting Supervisor in investigating complex accounting irregularities.
- Researches and resolves the most difficult and complex account record keeping issues.
- Trains Accounting Specialists I's and II's and other support staff.
- Performs all of the duties of Accounting Specialists I and II, as required.
- Cross trains to assist in customer service and billing functions as necessary.
- Creates correspondence.
- 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:***

- The principles, practices, and methods of business, accounting and financial record keeping at an advanced level.
- Reporting requirements for both federal and state taxes.
- Job costing practices and procedures.
- Basic English usage, spelling, grammar and punctuation.
- Modern office practices, equipment, and procedures.

- Personal computer operation and related software applications including advanced level Microsoft Office, e-mail, accounting and payroll software programs and web-based communication tools.
- Statistical and record keeping methods.
- Safe work practices.

***Ability to:***

- Maintain a variety of confidential and complex financial records.
- Prepare and analyze a variety of complex financial statistical reports.
- Perform skilled technical financial record keeping work including reconciliations and analysis of financial data and accounts.
- 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 and provide lead direction to others.
- Follow written and oral instructions.
- Operate standard office equipment, personal computers, and related software.
- 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:***

An associate's degree from an accredited college or university in finance, accounting, business administration or a closely related field; and

***Experience:***

Three (3) years of progressively responsible experience in fiscal, statistical, and computerized financial record keeping including accounts receivable, accounts payable, payroll, and general ledger reconciliation and reports. Experience in a lead capacity is highly desirable. Up to four (4) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education), however candidates must have completed at least four (4) college level courses in accounting, business administration, information technology, or related subjects.

**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.***