



ACCOUNTING SPECIALIST JOB DESCRIPTION

Job Title: Accounting Specialist	
Dept./Division: Public Works	Job Class Code: 1481
Pay Grade: 118	PCN: 1481001
FLSA: Non-Exempt	Effective Date: March 2008
Representation Status: Teamsters Combined	Revision Date: October 2025
Reports To: Finance Supervisor	

NATURE OF WORK

Under general supervision, performs technical accounting duties involving the accounting, recording, processing and reporting of accounts payable and receivable, payroll, revenue and other technical accounting functions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Processes accounting and financial documents and technical transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to job assignment.
- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank reconciliations, claims and payroll; reviews and validates data.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Maintains additional accounting and technical transaction databases as needed; may process cash receipts, daily cash reports, and bank deposits.
- Completes journal entries and reconciles accounts; reviews, investigates, and corrects errors.
- Researches and resolves accounting issues; provides customer services to County departments and coordinates technical and financial information with customers and external agencies; interprets and explains County policies, procedures, rules and regulations.
- Responds to requests for information; provides technical information within scope of authority.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Cross trains in a wide variety of technical accounting duties; assists with the training and cross-training of staff.

- Be available to pick up warrants from the Auditor's office and make bank deposits, as needed.
- Commute for training, as needed.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

QUALIFICATIONS:**REQUIRED:**

- Associate's Degree in Accounting, Business Administration, or a closely related field; AND two (2) year's accounts payable, receivable, payroll or claims accounting experience. Government accounting experience is preferred.
- Notary Public License is preferred or may be required.
- May be required to pass a thorough background investigation.
- A valid Driver's License is required.

PREFERRED:

- Experience working in a government agency; preferably county government.
- Knowledge of Public Works functions.
- Experience using WinCAMs-Cost Accounting Management System for projects, inventory, utilities, and payroll time-entry.
- Experience conducting utility billing and payroll and multi-year forecasts for utility funds.
- Experience managing accounts payable and receivable.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):**Knowledge of:**

- General Accounting standards, policies, procedures and regulations.
- Accounting principles and methods, including special fund procedures.
- Applicable state and Federal rules, codes and regulations covering specific areas of assignment.
- Principles of record keeping and records management.
- General ledger reconciliation procedures.
- State Budgeting Accounting & Reporting System (BARS) for Public Sector financial management.
- Business and personal computers, and spreadsheet software applications.

Skills in:

- Understanding and applying accounting standards and procedures, and applicable Federal and state rules and regulations for specialized areas of assignment.
- Maintaining accurate accounting records and identifying and reconciling errors.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

Ability to:

- Learn and follow County policies and procedures.
- Adapt to changing business needs, conditions, priorities and work responsibilities.
- Learn, retain, and recall new or changing information and processes.
- Make timely, logical decisions, solve problems, and prioritize work appropriately.
- Effectively manage stress and maintain composure.

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- Appear for scheduled work with regular, reliable, and punctual attendance.
- Establish and maintain effective working relationships with other staff, the citizens and representatives of other agencies.
- Physically perform assigned duties and essential functions of the position.
- Work various shifts, evenings, weekends, holidays and overtime as required.
- Establish and maintain effective working relationships with others using tact, courtesy, and good judgement.
- Maintain confidentiality and a professional demeanor under a heavy workload and stressful situations.

Behaviors:

- Regular, reliable attendance with minimal unplanned absences.
- Earn trust and respect through honesty, professionalism, and maintaining confidentiality.
- Accept personal responsibility for work, actions, and words.
- Listen to understand various perspectives.
- Demonstrate initiative to learn, share information, and improve processes.
- Build constructive working relationships with colleagues and stakeholders.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date