



## ACCOUNTING SPECIALIST

### **Definition:**

Under general direction of the Financial Services Manager, performs duties associated with accounts payable and the business license system.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Ensures accurate coding and proper approval of invoices for items received or services rendered.
2. Generates edit reports to verify data entry accuracy, runs check register reports, mails checks to vendors, and maintains master vendor lists.
3. Verifies that amounts to be paid are within budget.
4. Prepares bi-weekly check runs and manual check processes.
5. Provides departmental administrative support services as needed, including answering phone calls and assisting at public counter.
6. Makes recommendations for process improvement.
7. Maintains purchasing functions by issuing purchase orders, verifying contract documentation, and providing assistance to other departments.
8. Interfaces with vendors regarding disputed items.
9. Maintains and ensures the timely disbursement of W-9 documents, W-9 data, and other tax related items.
10. Maintains City business license system, including timely mailing of business license renewal notices and processing of business license applications.
11. Performs related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Methods, techniques, industry standard practices, and City procedures governing cash receiving, accounts payable processing, and related financial transactions.
- Basic methods, practices, and terminology used in financial record keeping.
- Principles and practices of bookkeeping and basic clerical accounting.
- Basic mathematical principles and functions and professional writing techniques.
- Principles and practices of bookkeeping, finance, and accounting.
- Methods and techniques used for basic administrative research and data analysis.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Make routine calculations and tabulations and review relevant documents accurately and rapidly.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, and a personal computer and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain extensive records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an Associate's degree from an accredited college or university with major course work in finance, accounting, business administration, or related field, and two years of progressively responsible finance and accounting experience. Bachelor's degree desirable. Municipal experience preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- May be required to use personal vehicle in the course of employment.