ACCOUNTING SPECIALIST II

JOB DESCRIPTION

Classification Responsibilities: An Accounting Specialist II performs advanced journey-level technical accounts maintenance and paraprofessional work for a major accounting section (i.e., Accounts Payable, Revenues/Receipts, Payroll, or Cost/Property) or unit. An employee of this class must be thoroughly familiar with accounts maintenance practices associated with their functional area, as well as be familiar with accounting concepts and principles, have the ability to explain and interpret information, and work independently. An Accounting Specialist II routinely handles unusual problems/situations, and regularly exercises independent judgment when making decisions regarding matters related to their area of assignment. Technical-level activities may include: account reconciliation; balancing payroll, accounts payable, accounts receivable, deposit, and sales tax accounts; journal voucher preparation; invoice initiation; property classification; assistance with financial statement preparation; worksheet preparation; researching and interpreting source documents to resolve account discrepancies and/or other accounts-related problems; and working with other City departments implementing new software to ensure reporting needs are met. Paraprofessional tasks typically include acting in a lead capacity, providing training for subordinate staff, or functionally supervising subordinate personnel working on special projects. This class may also give input to supervisory personnel regarding subordinate performance for evaluation purposes, and perform related duties as required.

Distinguishing Features: This class is distinguished from the Accounting Specialist I by the responsibility for lead work and/or the broader scope of paraprofessional assignments performed. An employee in this class is supervised by professional-level accounting staff through reports, conferences, and meetings. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with an Associate's Degree in Accounting, Finance, or closely-related field. A minimum of three years' full-time journey-level clerical accounting experience.

Special Requirements. None.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures ***(Police Department Assignment)***.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, and management, providing clear and tactful explanations of accounting operating procedures, the discussion of capital acquisition accounting, and problem resolution.

Manual/Physical: Operates a calculator, adding machine, microfiche machine, and computer keyboard in order to research, calculate, reconcile, and produce reports, work papers, and spreadsheets. Enters data or information into a terminal or personal computer (PC) to produce reports, work papers, and spreadsheets, and to collect, calculate, and reconcile information. Scans the content of computer worksheets/reports to detect minor changes in detailed information. Compiles data for various reports and statements, and prepares supporting worksheets, tables, and sub-ledgers. Sorts, separates, files, and where appropriate, distributes documents, computer reports, work papers, and spreadsheets. Prepares computer reports and processes documents to distribute and forward to appropriate areas and personnel as necessary in a timely manner. Performs inventories of City assets. Meets scheduling and attendance requirements.

Mental: Evaluates work to ensure compliance with City and accounting policies and procedures. Prioritizes own work to meet deadlines. Resolves account discrepancies and manages problem resolution with customer service issues. Conducts research into account discrepancies. Analyzes automated account information. Performs mathematical and financial calculations. Learns PC applications through on-the-job training and in a classroom setting. Understands and interprets blueprints in the allocation of capital expenditures.

Knowledge/Skill/Abilities:

Knowledge of:

information available in various sections of the City's accounting system;
generally accepted techniques for compiling, verifying, and analyzing accounting data;
the general principles and practices of bookkeeping/clerical accounts maintenance;
general office practices and procedures;
policies, operating procedures, and guidelines of work unit to which assigned;
fundamentals of generally-accepted accounting principles and practices;
classification guidelines/codes used for transaction processing and item/account identification;
the concepts of debit and credit as applied to accounts maintenance; and
general automated accounting system procedure.

Skill in the operation of a calculator, PC, and other office equipment.

Ability to:

interpret operating procedures/guidelines to resolve unusual work problems/situations and/or explain them to others;
operate a variety of standard office equipment;
make mathematical computations quickly and accurately;
maintain journals, registers, and control reports relating to the expenditure system;

analyze/classify transactions/items by researching source documents and appropriate guidelines and determining appropriate transaction/item code, funding source, and recordkeeping requirements;
classify accounting transactions;
maintain and reconcile accounts;
close accounts and prepare associated statements/reports;
abstract data from established accounts, ledgers, and sub-ledgers to facilitate preparation of various reports/financial statements;
prepare comprehensive, accurate, and concise reports and financial statements, including necessary supporting documentation, from data abstracted from various sources;
apply/adapt established guidelines/procedures to various accounting transactions;
provide input to City departments implementing new software to ensure reporting requirements are maintained;
interact with coworkers, management staff, and other City employees to establish and maintain effective working relationships;
communicate ideas and information clearly and concisely both orally and in writing;
remain calm and efficient, and cope with interruptions while under pressure to meet production deadlines;
apply established accounting techniques to maintain, adjust, and/or balance a number of accounts and/or sub-ledgers;
perform duties of lower-level classifications in accounting section in their absence;
compare various transaction summary reports with appropriate ledgers/sub-ledgers to ensure accuracy and appropriateness of entries and determine/prepare necessary adjustments;
identify capital items installed by contractor by reviewing blueprints/plans, determining the value of each item, and completing appropriate property addition forms; and
provide lead supervision to subordinate clerical/accounting staff including assigning work, reviewing work for accuracy and completeness, and answering relatively routine questions concerning work procedures and day-to-day problems.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 2/16
AC/jh/vl

CS3833.DOCX	(Full-time)	PAY GRADE: 40
CS3916	(Part-time)	PAY GRADE: 40
EEO-Para		IND-8810
JOB FCTN-FIN		SWORN-No
INCREMENTS 81-200		