

MUSEUM ACCOUNTING SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Museum Accounting Specialist performs journey-level technical accounts maintenance, paraprofessional accounting, and administrative support work for the i.d.e.a. Museum or the Arizona Museum of Natural History. A Museum Accounting Specialist routinely handles unusual problems/situations, and regularly exercises independent judgment when making decisions regarding accounting and administrative matters related to the i.d.e.a. Museum or the Arizona Museum of Natural History. Duties include: preparing and inputting annual, biennial, quarterly, and/or monthly activity-based budget in the City's Advantage financial system; preparing, tracking, and analyzing monthly budget financial reports and spreadsheets, and making recommendations; entering, editing, and preparing reports related to strategic and operational plans in the MesaStat system; preparing and monitoring fiscal year revenue and expenditure forecast projection spreadsheet, and revising as necessary; assigning and processing all project authorizations and work orders as they relate to capital purchases; monitor grant and contingency expenditures; account reconciliation including procurement cards, 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 work order or account discrepancies and/or other accounts related problems; and word processing, public contact, and related activities in support of the i.d.e.a. Museum or the Arizona Museum of Natural History. Administrative support duties include, but are not limited to, processing daily payroll, processing invoices for payment (GAEs, POs, Dos, RCs) and accounts receivable billings (RE), timekeeping, and backup for admissions front desk Active Net system. The employee must be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of assigned tasks. This class performs related duties as required.

Distinguishing Features: This class is supervised by a Museum Administrator or Administrative Support Assistant II (ASA II) with work evaluated through reports, conferences, and results achieved. This class is distinguished from the Accounting Specialist I by the responsibility for preparing and monitoring of the department budget, entering and editing strategic and operational plans in the MesaStat system, and preparing statistical analysis reports. This class is distinguished from the Accounting Specialist II by the amount of time spent performing administrative work. 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, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience involving journey-level clerical accounting and/or bookkeeping responsibilities and progressively responsible office clerical/secretarial work.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with an Associate's Degree in Accounting, Business, or related field is preferred. Experience with personal computer (PC) software applications (spreadsheet and/or data manager) related to accounting and work experience in a museum non-profit organization is highly desirable. Knowledge of QuickBooks and Advantage financial systems is helpful.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

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 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;

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;

compare various transaction summary reports with appropriate ledgers/sub-ledgers to ensure accuracy and appropriateness of entries and determine/prepare necessary adjustments; and

identify capital items installed by contractor by reviewing blueprints/plans, determining the value of each item, and completing appropriate property addition forms.

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.

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INCREMENTS 72-200

PAY GRADE: 43

IND-8810

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