

ACCOUNTING SPECIALIST I

JOB DESCRIPTION

Classification Responsibilities: An Accounting Specialist I is responsible for a variety of specialized journey-level clerical accounts maintenance and processing work for Accounts Payable, Cost/Property, Payroll, Revenue/Receipts, and Special Assessments. Employees may also perform complex journey-level clerical accounting tasks for a department/division-wide accounting function (example: Information Technology; Parks, Recreation and Community Facilities; Arts and Cultural; Police; and Energy and Water Resources). Depending on assignment, responsibilities may include: account reconciliation, balancing payroll, journal voucher preparation, invoice initiation, and City property classification. In addition, this class may: maintain (example: enter, audit, and adjust) a variety of journals, registers, and reports; complete bank deposit slips and daily receipts for monies received; maintain a petty cash fund; and track 1099 data. Due to the Citywide nature of the work performed, an Accounting Specialist I assigned to the Financial Services Department is required to meet weekly, biweekly, and monthly deadlines in order to process work in a timely manner. This class performs related duties as required.

Distinguishing Features: An employee of this class is expected to routinely handle unusual problems and/or answer procedural questions from lower-level staff, City employees, departments/divisions, vendors, or other agencies or individuals who deal with the City. Although guidelines and procedures associated with the work are usually relatively clear, some interpretation may be necessary in resolving unusual problems. This class is distinguished from the higher-level Accounting Specialist II by the responsibility for training, leadwork, and the broader scope of paraprofessional assignments handled by the latter. Supervision is received from professional-level staff, with work evaluated through reports, conferences, results achieved, and a review of data processing error summary printouts. 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 a GED. Considerable (3 - 5 years) experience involving clerical accounting and/or bookkeeping responsibilities preferably in the area of assignment (such as: Accounts Payable, Cost/Property, Payroll, Revenue/Receipts, and Special Assessments).

Special Requirements. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and the Federal Bureau of Investigation prior to commencing employment with the City of Mesa (*by assignment*). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required (*Police assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience with personal computer (PC) software applications (spreadsheet and/or data manager) related to accounting is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Provides clear and tactful explanations of accounting operating procedures and guidelines to lower-level staff, City employees, departments/divisions, vendors, the general public, or other agencies or individuals who deal with the City.

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 a PC screen 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 Responsibility Centers (RCs) in a timely manner. Meets scheduling and attendance requirements.

Mental: Traces transactions through various steps and processes to locate discrepancies. Applies operating procedures and guidelines to facilitate completion of assigned work activities. Interprets operating procedures and guidelines to resolve unusual work problems and situations. Makes mathematical computations rapidly and accurately. Maintains journals, registers, and control reports relating to the expenditure system. Applies established accounting techniques to maintain, adjust, and/or balance a number of accounts and/or sub-ledgers. Analyzes and classifies transactions and items by researching source documents and appropriate guidelines to determine appropriate transaction and item codes, funding sources, and recordkeeping requirements. Compares various transaction summary reports with appropriate ledgers or sub-ledgers to ensure accuracy and appropriateness of entries and determine and prepare necessary adjustments. Prioritizes work according to general deadline dates. Learns job-related material through on-the-job training regarding job procedures, computer reports, source journals, and files.

Knowledge and Abilities:

Knowledge of:

Common to all assignments:

clerical accounting and/or bookkeeping principles and practices;
the concepts of debit and credit as applied to accounts maintenance;
information available in various sections of the City's accounting system;
general office practices and procedures;
classification guidelines and codes for transaction processing and item or account identification;
policies, operating procedures, and guidelines of the work unit to which assigned;
general automated accounting system procedures; and
PC software applications related to accounting.

By Assignment:

Payroll

the Fair Labor Standards Act (FLSA) guidelines for overtime, etc.;

the federal and state guidelines for required pay dates;

the federal and state guidelines for depositing withholding taxes;

the guidelines for payment to outside agencies as they relate to payroll;

City Personnel Rules and regulations as they relate to payroll;

payroll policies, procedures, and formats for reports;

City employee insurance and premiums, including: insurance payment structure and payments, exceptions, etc.;

City payroll accounting system and payroll accounts within the general ledger;

the electronic deposit system;

the City Deferred Compensation Plan; and

retirement plans.

Ability to:

Common to all assignments:

remain calm and efficient and cope with interruptions while under pressure to meet deadlines;

maintain concentration on detailed information over an extended period of time when accuracy and speed are important;

apply or adapt established guidelines and procedures to various accounting transactions; and

interact with coworkers, management staff, and other City employees to establish and maintain effective working relationships.

By Assignment:

Accounts Payable

meet fiscal deadlines and process work in timely manner;

accurately maintain a variety of accounting documents;

handle multiple tasks at the same time;

process between 1,300 and 2,100 documents monthly;

research and maintain spreadsheets;

accurately reconcile vendor statements; and

provide great customer service to departments and vendors.

Energy Resources Administration

process electronic IFP, LPOs, and BPOs;

complete cash vouchers for petty cash reimbursements;

research and resolve invoice discrepancies;

work with Accounting, Purchasing, and vendors to obtain the necessary paperwork to process invoices;

analyze data and make decisions regarding work orders, object codes and invoices;

enter data into the PC to create reports such as the purchasing summary, property unit report, expenditures by fiscal year, etc.;

research and retrieve vehicle cost-per-mile and enter mileage into Fleet Mileage System;

respond to inquiries and answer questions from City employees, managers, vendors, or the general

public;

provide accounting information regarding payments, types of work orders, and object codes; and inputs data meter replacements, repairs, installations, and readings into the Customer Information System (CIS).

Information Technology

process and reconcile telephone bills for all the RCs in the City;

research and resolve questionable billing charges;

verify if charges are correct, note if phone lines are not being utilized, and recommend elimination of unused phone lines;

determine allocation percentages for common charges by RC according to the number of phones/lines;

maintain the cell phone database for all RCs;

process Invoice for Payments (IFPs), Limited Purchase Orders (LPOs), and Blanket Purchase Orders (BPOs);

enter data into various spreadsheets and databases in order to create reports and IFPs; and

serve as backup for the City switchboard.

Parks, Recreation and Community Facilities (All Assignments)

process IFPs, LPOs, and BPOs;

enter data into various spreadsheets and databases in order to create various reports;

research financial data and create spreadsheets to support annual budget preparation process;

produce daily, weekly, monthly, and quarterly revenue and/or expenditure reports;

navigate and maintain revenue accounting system information and entries;

verify cashier receipts against deposits;

process receivables;

compile annual inventory report;

train and monitor procedures for cash handling, deposits, cash registers, and charge machines; and

ensure data balances on monthly spreadsheets.

Parks, Recreation and Community Facilities (Mesa Convention Center)

communicate clearly and concisely with the general public, employees, public officials, management, vendors, artists and promoters and provide a high level of customer service;

enter data for concert set-ups, create and adjust hold statuses, research client accounts, troubleshoot ticketing issues, and generate reports using AudienceView ticketing software;

enter data into spreadsheets to create concert settlements;

collect and process payments from ticket sales from the Box Office window and telephone;

train and oversee box office ticket sellers during concerts and events;

balance daily receipts and verify monies in the cash drawer;

maintain petty cash fund;

receive and process deposits and payments for events using Fastbook event management software;

maintain Box Office security and resolve ticket disputes; and

multitask while maintaining accuracy in work quality.

Payroll

calculate pay checks and deductions; and

identify pay status of employees and the appropriate payroll deductions.

Police Records Section

receive monies via mail for public records requests;
complete bank deposit slips and daily receipts for monies received;
balance and verify register entries;
perform citation audits; and
maintain a petty cash fund.

Water Resources Administration

issue LPOs to staff;
monitor and request dollar amount increases for BPOs;
research accounting discrepancies with vendors and employees and resolve issues;
process IFPs for engineering and consulting projects;
research and retrieve vehicle cost-per-mile and enter mileage into Fleet Mileage System;
research, input and request new vendor numbers for Electronic Purchase Orders;
issue Blue Stake tickets;
act as Training Liaison for Water Division; and
act as Tuition Reimbursement liaison.

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 4/18

KM/co/rb

CS3605 (Full-time)

CS3619 (Part-time)

EEO-AS

JOB FCTN-FIN

INCREMENTS 62-200

PAY GRADE: 39

PAY GRADE: 39

IND-8810

SWORN-No