

ACCOUNTING SPECIALIST LEAD

JOB DESCRIPTION

Classification Responsibilities: An Accounting Specialist Lead performs advanced journey-level technical accounts maintenance and paraprofessional work while providing lead guidance and direction to Accounting Specialist I's/II's in Accounts Payable (AP). This class is responsible for overseeing various AP processes, coordinating team efforts, assisting in the preparation of year-end accruals, and developing and delivering AP training. The Accounting Specialist Lead performs tasks related to non-employee income reporting on Internal Revenue Service (IRS) Forms 1099 and 1042, which involves maintaining vendor profiles, matching tax identification numbers, interpreting and applying IRS regulations, compiling and submitting regulatory income reports, implementing actions required by IRS/B-Notices, and researching and resolving reporting issues. This class also serves as the City's travel reimbursement program coordinator, which includes interpreting and explaining City policies, processing cash advances, reviewing travel related expenditures, conducting reconciliations, processing post reconciliation payments or collecting overpayments, and researching and resolving travel related expenditures. An Accounting Specialist Lead also performs Accounting Specialist work including processing invoices for payment. This class performs related duties as required.

Distinguishing Features: The Accounting Specialist Lead provides backup coverage for the duties of the Senior Accountant in AP, but will not perform full supervisory duties such as completing performance evaluations and approving absences from work. The Accounting Specialist Lead and the Accounting Specialist staff for AP will report to their respective Senior Accountant. This class differs from the Accountant I class by the latter's need to apply a greater level of accounting theory and principals in completing work assignments, and in the more advanced scope and level of assignments. 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. Considerable (3 - 5 years) full-time employment in AP.

Special Requirement. None

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Experience processing AP in an Enterprise Resource Planning (ERP) system is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, and vendors in order to research and resolve payment and reporting issues. Uses clearly-organized thoughts and sentence

structure to provide instructions and information while responding to questions with computer-generated reports and written documents. Develops and delivers AP training.

Manual/Physical: Operates a calculator, microfiche viewer, and other office machines. Enters data or information into a terminal or personal computer (PC) to enter and process payment documents, research and resolve issues and questions. Assists in the preparation of year-end and audit schedules and planning cut-off dates and staff work schedules. Meets scheduling and attendance requirements.

Mental: Processes invoices for payment and performs tasks related to non-employee income reporting on IRS Forms 1099 and 1042, which involves maintaining vendor profiles, matching tax identification numbers, interpreting and applying IRS regulations, compiling and submitting regulatory income reports, implementing actions required by IRS/B-Notices, and researching and resolving reporting issues. Coordinates the City's travel reimbursement program, which includes interpreting and explaining City policies, processing cash advances, reviewing travel related expenditures, conducting reconciliations, processing post reconciliation payments or collecting overpayments, and researching and resolving travel related expenditures. Provides lead guidance and direction to Accounting Specialist I's/II's in AP. Oversees AP processes and coordinates team efforts. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems. Coordinates work activities with other City departments. Conducts research and analyzes data. Learns PC applications through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the City's accounting structure, familiarity with the various fund reports, contracts and City policies;
the state and City sales and use tax laws and percentages;
federal Form 1099 preparation/reporting;
the application of spreadsheet and database software to accounting systems;
policies and operating procedures of the AP accounting system/sub-system;
fundamentals of generally accepted accounting principles and practices; and
the basic principles of employee training and employee supervision.

Ability to:

assign, coordinate, review the work, and develop specific work standards and performance criteria of subordinate clerical and paraprofessional level accounting staff;
supervise the work of others through planning, organizing, instructing, motivating, and evaluating performance objectives;
assist with developing new and refining existing work procedures and training staff;
analyze and resolve work procedures, problems, and questions;
assist with the determination of AP goals/objectives;
plan, organize, and perform work assignments with initiative and judgment;
resolve day-to-day operational problems;
provide clear and tactful explanations of AP procedures to others; and
interact with others to establish and maintain effective working relationships.

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 11/15

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EEO-Para

JOB FCTN-FIN

INCREMENTS 81-200

PAY GRADE: 41

IND-8810

SWORN-No