

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. 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 and can explain and interpret information and work independently. This class is responsible for overseeing various accounts maintenance processes, coordinating team efforts, assisting in the preparation of year-end accruals, and developing and delivering training. This class performs related duties as required.

Accounts Payable Assignment: The Accounting Specialist Lead assigned to this area 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, collecting overpayments, and researching and resolving travel related expenditures. An Accounting Specialist Lead also performs Accounting Specialist work including processing invoices for payment.

Revenue/Receipts Assignment: The Accounting Specialist Lead assigned to this area performs general ledger reconciliation; account reconciliation; accounts receivable, deposit, and sales tax accounts; journal voucher preparation; property classification; assistance with financial statement preparation; worksheet preparation; preparation of sales tax returns; researching and interpreting source documents to resolve account discrepancies and/or other accounts-related problems; reviewing and approving receivable and cash receipt documents; daily cash balancing; working with other City departments implementing new software to ensure reporting needs are met; and providing cash handling and credit card handling training. In addition to performing the duties assigned to this position, this class will act as the backup for the Accountant I and perform their duties in their absence. Those duties include but are not limited to bank reconciliation, check stop and reissue, stale and escheat process, customer account reconciliations, and processing voids.

Distinguishing Features: The Accounting Specialist Lead provides backup coverage for the duties of the Accountant/Senior Accountant in the assigned area, but will not perform full supervisory duties such as completing performance evaluations and approving absences from work. The Accounting Specialist Lead and Accounting Specialist staff 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) paraprofessional accounting experience in Accounts Payable, Revenues/Receipts, Payroll or Cost/Property.

Special Requirement. None

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Experience working with an Enterprise Resource Planning (ERP) system is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors/customers and management providing clear and tactful explanations of accounting operating procedures and problem resolution. 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, and other office machines. Enters data or information into a 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: Provides lead guidance and direction to Accounting Specialist I's/II's. 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, resolves account discrepancies and manages problem resolution with customer services issues. Learns PC applications through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

information available in various sections of the City's accounting system;
generally accepted techniques for compiling, verifying, and analyzing accounting data;
general principles and practices of bookkeeping/clerical accounts maintenance;
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;
oversee the work of others through planning, organizing, instructing, motivating, and evaluating performance objectives;
compile data for special and periodic reports;
maintain complex records and prepare accurate reports from such records;
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 accounts maintenance 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.

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EEO-Para

JOB FCTN-FIN

INCREMENTS 62-200

PAY GRADE: 43

IND-8810

SWORN-No