

ACCOUNTING SPECIALIST

Position Code: 2723

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 348

Location: Finance

Approval Date: 2015

General Statement of Duties

A position in this class performs professional work involving the preparation and/or maintenance of complex financial or related records, and technical and administrative work in the maintenance and preparation of financial records and data; does related work as required.

Distinguishing Features of the Class

An employee in this class performs various financial analyses and prepares a variety of financial reports. Prioritizes workload and completes all duties in a timely, professional, and accurate fashion. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Accounting Manager.

Duties and Responsibilities

Performs General Ledger Account Reconciliations

Completes Bank Reconciliations

Prepares journal entries

Maintains capital projects and capital assets, and prepares documents for capital assets (GASB 34)

Reconciles bank statements, corrects variances, and works with other departments to improve processing transactions.

Reviews individual employee purchasing card statements – verifies statements have appropriate signatures, attached receipts and expenditures are allocated correctly to the general ledger

Collection and Review of Employee Travel Forms

Completes General Ledger Coding – Weekly Fuel and UPS Invoices

Assists Purchasing Manager with purchase orders under \$5,000 – verifies quotes submitted and monitors general ledger postings

Cross trains and provides backup for accounts payable and payroll.

Assists with research and implementation of new accounting regulations.

Prepares a variety of financial reports requiring various analyses.

Assists with preparation of annual audit schedules and preparation of the Comprehensive Annual Financial Statements.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Comprehensive knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of accounting terminology, methods, and equipment.

Thorough knowledge of standard office procedures, practices, and equipment.

Knowledge of generally accepted audit practices.

Knowledge of advanced principles and procedures of financial recordkeeping and reporting.

Knowledge of advanced mathematical principles including business mathematics.

Ability to prepare, analyze, interpret, and evaluate complex financial reports and accounting records.

Ability to maintain and reconcile accounts, journals, registers, and control reports.

Ability to effectively and discreetly handle confidential information.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to plan, organize, and prioritize tasks in order to complete assignments in a timely manner and meet deadlines.

Ability to establish and follow work procedures.

Ability to communicate ideas clearly and effectively, orally and in writing.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities; especially Microsoft Word and Excel.

Ability to be accurate and thorough in the analysis and preparation of financial records and reports.

Ability to operate standard office equipment.

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Ability to interact professionally and cooperatively and establish and maintain effective working relationships with associates, vendors, supervisors, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

A Bachelor's Degree from an accredited college or university in Accounting or related field and one to three years of directly related experience; or an Associate's Degree in Accounting or related field and three to five years of directly related experience; or an equivalent combination of education and experience.