

## **METRO**

### **Classification Description**

**Title:** Accounting Specialist

**Job Code:** 0036

**Pay Range:** 10

**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580

**Established:**

**Revised:** 2007

#### **Classification Summary:**

Oversee the preparation, maintenance and posting of complex financial data to the general ledgers in accordance with Metro policies, proper accounting principles and established internal controls.

#### **Supervision Received:**

Supervision is received from the Program Supervisor and/or Manager.

#### **Supervision Exercised:**

Oversee the day-to-day activities of Accounting Technician I and Accounting Technician II, including establishing assignments, training and providing direction in assigned area.

#### **Distinguishing Features:**

The Accounting Specialist classification is distinguished from the Accounting Technician II classification by increased responsibility and role in broad departmental functions such as problem resolution, priority setting, interpretation and application of policies, and serving as a lead over other staff. Perform accounting functions in complex or unusual situations, or as required to ensure the accuracy of financial records.

#### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Establishes and directs work assignments and projects of Accounting Technicians in order to meet established timelines and produce quality output. Reviews documentation, reports and entries for accuracy and completeness. Provides information or guidance on detailed procedures or accounts.
2. Coordinates the billing, receiving and updating of account records. Prepares and reviews grant billings and quarterly or annual reports.

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3. Reviews various accounts, financial summaries and statements, accounting systems and controls. Recommends improvements in accounting procedures, controls or office operations.
4. Compiles data from all related accounting records and verifies accuracy in order to record balance and reconcile general ledger account balances.
5. Reviews and maintains accounting records related to a special function. Prepares financial reports, notice of adjustments, or other necessary information as required. Generates queries or reports at department request.
6. Performs the duties of Accounting Technician I or Accounting Technician II in their absence.
7. Responds to a variety of departmental and public requests for information relative to assigned function. Provides information when authorized or refers to the appropriate individual for response.
8. May oversee or assist in the processing of checks for payables, receivables or employee payroll.
9. Assists in audit paperwork as necessary.
10. Develop and maintain both electronic and physical filing system for various payroll, A/R, A/P, G/L processes, history and reports.

**Secondary Functions:**

1. Performs other related duties as assigned.

**Job Specifications:**

Associate of Arts degree in Accounting or four years of general ledger experience in a municipal accounting position; or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and ability required to perform the job.

**Knowledge, Skills and Abilities:**

- Double-entry accounting principles and practices
- Governmental accounting principles and practices including detailed understanding of payroll, accounts receivable and accounts payable
- Basic data processing systems and input methods
- Accounting office methods, procedures and equipment and ability to operate standard equipment such as a calculator, typewriter, printer and PC
- Accurately apply accounting principles to prepare financial reports and detailed account records
- Organize and prioritize accounting projects with minimal supervision and to direct, guide and motivate the work of subordinates
- Analyze and interpret complex financial data

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- Accurately apply accounting principles to prepare financial reports and detailed account records
- Communicate effectively, both orally and in writing
- Establish effective working relationships with other staff and the public

**Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. Requires good general hearing (both in person and over the phone), frequent or continuous periods of fingering, talking, reaching, feeling, repetitive motions of the hands/wrists, sitting, handling and grasping. May also require occasional standing or walking.