

CLASSIFICATION TITLE: *Account Specialist*

Salary Range: 23

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under supervision, to provide accounts payable support for the department and LEAs by monitoring and reviewing activities relating to vendor invoices, accounts payable disbursements, purchasing, employee reimbursements, and internal auditing; to advise, train and/or provide responsible assistance to office staff and LEAs; to collect data, prepare and submit reports to various governmental agencies; to maintain, update and control inventories; to reconcile cash; and to perform related duties as assigned.

DIRECTLY RESPONSIBLE TO:

Appropriate Administrator

SUPERVISION OVER:

None; provides assistance and guidance to other staff assigned to the department and school districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Accounts Payable:

Performs general procedures in the preparation of records and reports; prepares deposit permits, including cash and checks for deposit at the County Treasurer's Office; reviews and reconciles cash accounts (except payroll trust accounts); reviews payment of invoices and receipts of goods; reviews and processes reports of revenue and cash transfers; prepares journal entries for the County Auditor; processes returned checks, cancels warrants and adjusts records as a result; except for Principal Apportionment, receives and deposits revenue on behalf of LEAs; ensures all attendance demographic reports are received by the appropriate agencies on or before the prescribed deadlines.

Auditing:

Monitors accounts payable; assists in verifying bank deposits and balances; audits and verifies expense claims and invoices; ensures accountability of internal records and controls; analyzes account codes and notifies Accounts Payable- Account Specialist of corrections as needed; audits and verifies claims and payments for compliance with rules and regulations; verifies reports and other calculations; notifies Accounts Payable—Account Specialist of revisions to claims and reports as needed.

Records Maintenance:

Creates, organizes, maintains, and updates files and records utilizing database and spreadsheet software, other online applications, and manual systems; maintains an audit trail of documents and records; creates report formats and prepares necessary reports based on retrieved data as requested; develops and maintains spreadsheets, logs, worksheets, and other records; catalogs and inventories fixed assets; and ensures availability of documentation and compliance with established policies and regulatory guidelines.

Program Support:

Communicates with and provides technical support to both internal and external clients by collecting and providing specialized information, answering questions, and assisting clients in interpreting and following proper accounts payable, purchasing, or other job-related procedures; assists in training other staff in complying with proper procedures, rules and regulations; interprets laws, rules, regulations, and manuals to provide support; coordinates services with clients; attends related meetings, in-service trainings and workshops; researches and analyzes data related to accounts payable or other job-related problems; collects, organizes, and retrieves data to identify, troubleshoot and resolve discrepancies; communicates recommended solutions, and ensures any corrections or changes are implemented properly.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described; college level coursework in accounting or public agency accounting experience is desirable.

Knowledge of:

Basic knowledge of bookkeeping; basic principles, procedures, and terminology of auditing, accounting and financial record keeping as they relate to accounts payable; basic software applications related to financial applications.

Skill and Ability to:

Perform mathematical computations rapidly and accurately; operate a variety of standard office equipment including computers; operate a variety of software systems such as Word, Excel and QSS/QCC; interpret and apply complex laws, rules, and regulations; communicate effectively in both oral and written form; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents; set up and accurately maintain applicable records; follow directions; work independently; set priorities and meet deadlines; detect and correct errors or omissions; establish and maintain cooperative working relationships with those contacted during the course of work.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.