

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Accounting Specialist II

Department: Varies
Pay Grade: 507
FLSA Status: Non-Exempt
Job Code: Z330

JOB SUMMARY

The purpose of this classification is to perform detailed, technical accounting work for assigned programs such as contract administration, department operating and project budgets, or City-wide accounts receivables functions. Work involves preparing and processing accounting documents and transactions; monitoring transactions and ensuring all funds and/or accounts are properly debited and credited; researching accounting information; integrating data from multiple accounting processes and/or activities; and establishing and maintaining accounting files, databases and records.

ESSENTIAL JOB FUNCTIONS

- Receives, posts and processes financial documents for assigned accounting functions; determines project codes, transaction sources, account codes, and other accounting information; verifies accuracy of information and calculations; completes documents with appropriate information; and prepares documents for processing.
- Compiles accounting/budgeting information for assigned programs; interfaces data between accounting databases and/or files; integrates data from multiple accounting processes and/or funding codes; synthesizes and/or reconciles data; updates databases, program files, and spreadsheets; and applies researched data to assigned accounting activities.
- Prepares financial documents, and records for assigned accounting programs; researches information needed to complete accounting/budgeting documents; and forwards for appropriate review, approval and/or processing.
- Establishes and maintains accounting/budgeting information in the automated financial information systems; posts information and transactions to assigned accounting functions;

ensures transactions reflect appropriate funding, project codes, budget codes, and/or operational programs; such as deposits, refunds, and payments; performs data entry for accounting transactions; verifies and updates batches; maintains automated files and databases; processes data to produce accounting documents; retrieves data for reports and/or records; and generates automated reports and records.

- Tracks and monitors overall accounting/financial operations for assigned programs; ensures that all transactions are accurately recorded; ensures assigned accounts, funds, projects and budgets are properly credited and debited; and maintains related records and documentation.
- Receives and/or generates accounting reports; reviews transactions and statements; reviews and reconciles assigned accounting functions; verifies that account information/balances accurately reflect accounting transactions and data entries; identifies discrepancies; and prepares journal entries to correct discrepancies.
- Establishes and maintains department records and files; and researches information in files upon request.
- Prepares various accounting documents; obtains necessary signatures or approvals; and distributes to appropriate parties/departments.
- Runs end of month reports for assigned accounting functions; submits reports to appropriate department and/or management; and maintains copies for department files.
- Assists other departments and/or staff with accounting questions; explains policies and procedures; and researches information upon request; and assists other accounting staff as needed.
- Performs general clerical work in support of assigned duties, including answering telephones, assisting customers, copying and filing documents, and preparing records.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in accounting, or closely related field; supplemented by five (5) years of accounting or bookkeeping experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Additional certifications may be required based on assignment.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of principles, practices, methods and terminology of accounting and bookkeeping operations.
- Knowledge of data entry, recordkeeping and filing techniques.
- Ability to research and verify accounting information involving multiple accounting processes, funding sources and projects.
- Ability to review and analyze accounting documents.

- Ability to prepare accurate accounting/financial information and documents.
- Ability to prepare and maintain accurate records and reports.
- Ability to make arithmetic calculations quickly and accurately.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.