



Title: Accounting Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to receive, verify and process all accounts payable; assist in budget preparations; maintain fixed assets according to GASB34 regulations; assist auditors on yearly audit; process monthly payments for Section 8 program; prepare and file 1099 MISC tax forms; prepare all sales tax returns; performs various clerical duties for preparing financial records. This is accomplished by effectively handling accounts payable by receipting against purchase orders and invoices for payments; maintaining accurate fixed asset reports and infrastructure records as required by GASB 34 regulations; providing assistance to auditors by submitting depreciation reports and spreadsheets; assisting Finance Director with annual budget by compiling information from Department Directors, posting and verifying budget information; processing payments to Section 8 landlords and utility allowances to tenants; provide copies of all expenses bi-weekly to Section 8 & CDBG; preparing and filing 1099 MISC forms to eligible vendors; Other duties include serving as a custodian for petty cash and cash drawers for all departments; processing utility account refunds; custodian of city charge cards for all city employees; overseeing employee travel policy; prepares monthly and quarterly sales tax returns;; prepares weekly progress reports; crossed trained in duties for Purchasing Specialist, various duties for Accounting Manager. Performs other duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Handles accounts payable by processing invoices by receipting against purchase orders, verifying account coding, amounts and approvals. This process is handled on a bi-weekly schedule. Distribute checks to vendors. Set up new vendors and maintain vendor files. Handle internal and external inquiries regarding invoices status and discrepancies. Contact City Attorney to insure questionable purchases are allowable expenses. ; Monitors budgets and expenditures; requests budget transfers from departments as needed. Maintain accurate files and the storage of old files.	71%



2	S	Provides assistance with annual budget by receiving, reviewing and verifying budget requests; conducting meetings; inputting information into budget spreadsheets; attends meetings with Finance Director to discuss necessary changes; compiling spreadsheets for capital expenditures; proof reading all budget sheets; assisting in printing and binding budget documents; and keeping accurate records of all paperwork. Prepares departmental budget information sent to City Directors;	10%
3	S	Maintains fixed assets for all departments and all infrastructures for the city according to GASB statement 34. capitalizing all infrastructure and capital assets according to coding and threshold guidelines, issue each asset a life and then calculate depreciation; keeping record of all land, building, capital improvements, infrastructure as required; compiles information on spreadsheets to balance with the auditor's work papers; Oversee and verify additions, deletions, and transfers made to fixed assets records by Purchasing Specialist. Keep in contact with Assistant Public Works Director and Council Administrator concerning any donated capital assets that's accepted into the city.	3%
4	S	Process Section 8 rental payments for landlords, utility allowances, special request and portability out payments every month by reviewing spreadsheets, making changes to accounts payable recurring reports, verifying and processing EFT payments and manual checks. Print reports of all transactions and send copies to Section 8 Director.	3%
5	S	Assist in annual audit duties by preparing various spreadsheets for all depreciable and non-depreciable assets to balance auditor's work papers. Provide accurate records of all additions, deletions, and surplus revenue. Reconcile fixed asset additions to general ledger. Answer questionnaire and other questions pertaining to assets and accounts payable. Pull various invoices and documents for auditor's review. Make corrections according to auditor's findings; and ensuring all assets are in compliance with guidelines. Provide preliminary and final depreciation calculations.	10%
6	S	Responsible for issuing 1099 MISC tax forms to eligible vendors; checking the vendor list for accuracy; requests updated information from vendors; printing and mailing forms to the recipients and filing with IRS by deadlines; and also file 1099R and 1096 forms.	3%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid drivers' license



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, making presentations
Sitting	C	desk work, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	R	files
Carrying	O	files
Pushing/Pulling	F	file drawers, tables and chairs
Reaching	O	for files
Handling	C	monies, paperwork
Fine Dexterity	C	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers
Crouching	O	filing in lower drawers
Crawling	N	
Bending	O	filing in lower drawers
Twisting	O	from computer to telephone
Climbing	R	
Balancing	N	
Vision	C	computer screen, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Multi-line Telephone, fax machine, copy machine, scanner, printer, mail machine, Incode, Excel, Word, and Outlook computer, calculator, basic office equipment

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Revised 2019