

**DOÑA ANA COUNTY  
JOB DESCRIPTION**

**POSITION TITLE:** Accounting Specialist

**PAY GRADE:** B22

**DEPARTMENT:** Finance Department

**FLSA:**  Exempt  Non-Exempt


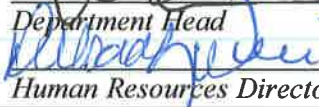
**REPORTS TO:** Payroll & Accounts Payable Manager

**LEAD:**  Yes  No

**BARGAINING UNIT:** N/A

**SUPERVISOR:**  Yes  No

**APPROVED:**

  
\_\_\_\_\_  
*Department Head*  
  
\_\_\_\_\_  
*Human Resources Director*

  
\_\_\_\_\_  
*Date*  
*10/30/14*  
\_\_\_\_\_  
*Date*  
*10/30/14*

**I. PURPOSE SUMMARY.** Performs a variety of specialized or technical accounting duties within the assigned department. May be required to provide customer service to the public and county employees.

**II. ESSENTIAL DUTIES.** Supports the division in the financial administration of the county's financial policies and procedures; monitors and assists the department with internal controls, internal auditing and reconciliation of accounts to ensure proper ledger postings. Examines and analyzes accounting records of department or vendors to verify accuracy of figures, calculations and postings; reviews data making necessary corrections or lists of discrepancies for adjusting; Processes and records invoices and complex journal entries or other transactions; Maintains logs or records and balances and notifies appropriate personnel when limits are reached; reviews computer reports to identify and trace sources of errors; Maybe responsible for posting accounts receivable and daily deposits; provides customer service in person or by answering telephone; Researches to answer questions and resolve routine problems encountered; contacts appropriate personnel to resolve problems; May receive and sort all incoming and outgoing mail; Maintains subject matter files and retrieves information; Assures that file records are kept orderly and current; Prepares a variety of department reports as assigned; Prepares special and recurring accounting related reports; Works as a team member within the department and with other departments. May be required to perform cashier functions within the assigned department. Responsible for knowing and abiding by all department and County policies and procedures.

**III. ADDITIONAL DUTIES.** Work is performed under general supervision of the assigned supervisor.

**IV. QUALIFICATIONS.**

**A. Education.** High School Diploma or equivalent

**B. Education/Experience Substitution.** In accordance with County Policy.

**C. Experience.** 2 years of full time accounting bookkeeping experience. Experience in governmental finance or accounting is preferred.

**D. Licenses/Certifications.** N/A

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:** Must have knowledge of ordinances and regulations, internal controls governing financial operations of the County including financial statements, general ledgers, budgeting, payroll, accounts payable, accounts receivable, fixed asset control and management directives; principles, practices and techniques of public financial administration and budgeting procedures; Business English, spelling, grammar, punctuation and advanced accounting techniques; General office and accounting equipment; computer operation including word processing, spreadsheet, and database software.

Must have skills in analyzing and evaluating information accurately and following policy and procedures; handling sensitive and confidential matters; Establishing and maintain effective and cooperative working relationships with others.

2. **FREEDOM TO ACT.** The supervisor sets the overall objectives and resources. The position is responsible for planning and carrying out the assignment, resolving most conflicts and interpreting policy in terms of established objectives. Work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting expected results.
3. **GUIDELINES AND JUDGMENT.** Guidelines typically include organization instructions concerning procedural guidelines, correspondence, or the handling of information; and operating policies of the supervisor or organization served. The employee locates and selects the appropriate guidelines, references, and procedures for application to specific cases, referring situations to which the existing guidelines cannot be applied or significant proposed deviations to the supervisor.
4. **PHYSICAL DEMANDS.** While performing the duties of this job, the employee will usually remain sitting. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move ore re-position up to 10 pounds of materials or objects, occasionally, twenty-five (25) pounds.
5. **WORK ENVIRONMENT.** Essential duties are performed indoors the majority of the time under normal controlled temperature. Work surface is even, carpeted, tiled and/or a concrete floor.
6. **SUPERVISORY RESPONSIBILITY.** N/A

#### IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*