

TITLE: ACCOUNTING SPECIALIST

MAJOR FUNCTION

Under general supervision, performs a variety of accounting work including payroll, cash receipts and accounts payable as assigned. Duties include the organized preparation and maintenance of detailed financial records. Work assignments are usually received under the direction of the Finance Director or Assistant Finance Director.

PERFORMANCE RESPONSIBILITIES

Responsible for processing employee payroll, including complex firefighter hours and overtime calculations.

Assists in preparation and posting of daily cash receipts to the general ledger.

Processing accounts payable as needed.

Performs a variety of tasks in the maintenance of financial records, which may include assisting with grant management, journal entries, preparation of budget, audit, fixed asset and other financial schedules and reports as assigned.

Reports for duty as required in the event of a natural disaster.

Performs other job-related work as required.

QUALIFICATIONS

Knowledge, Abilities and Skills:

Demonstrates knowledge of accounting procedures and practices, including payroll reporting for State and Federal agencies.

Must be proficient at operating a computer and other office machines.

Ability to work collaboratively in a team environment.

Ability to maintain effective working relationships with other employees and the general public, including oral and written communication.

Functional knowledge of Excel, Word and Outlook is required, and experience with accounting software preferred.

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Training and Experience:

Two-year accounting or Business Degree with one year payroll experience or High school diploma/equivalent and five years of accounts payable, payroll and general accounting experience. Governmental accounting experience is preferred.