



<b>CLASSIFICATION TITLE:</b> Accounting Specialist	<b>JOB NUMBER:</b> 7004	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Designated Director, Manager, or Supervisor	<b>PAY GRADE:</b> 14	<b>FLSA STATUS:</b> Non-Exempt

## GENERAL SUMMARY

Performs administrative support work involving financial and statistical record-keeping, accounts payable, cashiering, customer service, and related work as apparent or assigned. Work is performed under the close supervision of the assigned Director, Manager, or Supervisor (supervisor).

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Maintains financial records; coordinates assigned accounting activities with other functions; prepares and maintains a variety of statistical records and reports; ensures compliance with State notification, research and remittance procedures; posts, assembles, tabulates, compares and verifies financial and statistical data related to assigned accounts.
- Completes banking transactions; prepares and maintains a variety of statistical records and reports; ensures compliance with State notification, research and remittance procedures.
- Compares, schedules, indexes and files bills, vouchers and other records; collects and receives payments and assists customers as assigned; Balances cash and prepares bank deposits; records and summarizes daily transactions.
- Audits reports of purchase orders and employee claims for expense; verifies codes, signatures, budgetary funding, invoice number and correct discrepancies

or errors; audits invoices for proper quantities, dollar amounts, taxes, freight and discounts.

- Mandates effective collection efforts of City receivables, tracks and researches delinquent accounts, sends demand letters and assists customers in making payment arrangements; receives and provides information to other City departments and personnel, vendors, and various agencies and organizations.
- Receives and processes mail; receives telephone calls and provides information as appropriate; prepares and sends correspondence and notifications according to established procedures.
- Ensures compliance with City travel policy by reviewing requests for travel, issues trip numbers, advance travel checks and credit cards; audits claims for expenses and researches and reconciles delinquent claims.
- Assists in developing departmental budgets and tracking of budget expenditures.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Methods, procedures and terminology used in accounting work.
- Financial and statistical record-keeping techniques.
- Accounts payable procedures.
- Proper telephone techniques and etiquette.
- Various financial, asset, and document management enterprise software systems.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of specialty.

### **Skills and Abilities to:**

- Apply bookkeeping and financial record-keeping principles to the maintenance of assigned fiscal and accounting records.
- Learn to interpret, apply and explain laws, codes, regulations, policies and procedures.
- Learn and adhere to typical office policies, rules and practices.
- Perform basic accounting duties in the maintenance of assigned accounts.
- Type at least 40 wpm with accuracy.
- 10-key (by touch) with speed and accuracy.

- Understand and follow oral and written directions.
- Work with and maintain confidential information.
- Provide excellent customer service.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

## **SPECIAL REQUIREMENTS**

Valid driver's license.

## **EDUCATION AND EXPERIENCE**

High school diploma or GED and one (1) year of experience in an office, working with financial records.

## **COMPETENCIES**

### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.



- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**


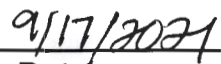


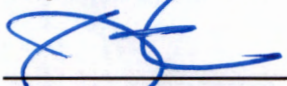
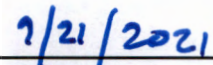
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires the regular and punctual attendance at the office or other assigned location; work is sedentary and requires little to no exertion of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

 _____ <b>Human Resources Manager</b>	 _____ <b>Date</b>
 _____ <b>Department Head</b>	 _____ <b>Date</b>
 _____ <b>City Manager or Authorized Designee</b>	 _____ <b>Date</b>