



## JOB TITLE: ACCOUNTING SPECIALIST

### BASIC FUNCTION

To audit and process bills and claims, post transactions, and balance and reconcile accounts in order to issue and receive payments and maintain appropriate accounting and bookkeeping records relating to county-wide or departmental accounting activities; to assist in assembling and analyzing data and budget information; to process personnel and payroll transactions; and to perform related duties as assigned.

### EXAMPLES OF WORK PERFORMED

1. Promote a diverse, culturally competent, and respectful workplace.
2. Audit bills, claims and related documents by recalculating and reviewing them to ensure accuracy of transactions and conformance with relevant payment conditions.
3. Maintain general, control and subsidiary books of account by posting and monitoring transactions, distributing charges, and calculating encumbrances.
4. Balance accounts by computing totals and comparing results to external controls in order to ensure accuracy of accounts and to identify discrepancies.
5. Reconcile account discrepancies by identifying errors, tracing errors to their sources, obtaining correct data and entering corrections.
6. Prepare payment documents such as accounts payable forms, purchase orders, requisitions, claims, and similar items to initiate payments.
7. Create accounts receivable documents for billable items by calculating rates, collecting and compiling data and preparing invoices.
8. Prepare periodic reports to document transactions and budget conditions.
9. Assemble information to assist in making cost projections and summarizing financial and statistical activity for use in budget preparation and other reports.
10. Research costs for planned purchases by contacting potential vendors and analyzing information in terms of best cost/benefit outcome.
11. Maintain supplies of frequently used documents by monitoring their use and arranging for orders.
12. Operate a computer in a Microsoft Office environment or other related equipment, scanner, copier, calculator and telephone equipment in connection with account maintenance activities.
13. Compose correspondence such as emails, letters, reports and certifications in response to requests from the public and other R&E employees.
14. Provide requested account information as appropriate.

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14

**SUPERVISORY/MANAGERIAL RESPONSIBILITY:**

None.

**WORK ENVIRONMENT:**

Standard office setting. Includes auto travel with exposure to seasonal weather. Periodic access to the production facilities at the R&E Center. Lighting, temperature and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is generally sedentary but requires some walking, standing, stooping and reaching. Lift up to 10-15 pounds; occasionally as needed. Duties involve viewing a computer screen up to 6 hours daily and frequent use of other office equipment.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily to weekly contact with R&E staff to obtain and provide information concerning procedures and details relating to purchasing, billing or other account maintenance functions; with purchasing agents or vendors to obtain price information about equipment, supplies or other planned purchases; and with Ramsey County staff to obtain and provide information.

**IMPACT OF SERVICES/OPERATIONS:**

Duties impact on R&E's ability to maintain accounting and bookkeeping information in accordance with established practices. Proper performance results in the maintenance of accurate accounting records; ability to review and audit bills, claims and related documents; ability to provide information to management concerning the status of accounts; ability to identify, trace and correct accounting and bookkeeping errors; ability to project budget needs; ability to process and pay bills and avoid penalties; and ability to process personnel and payroll transactions. Improper performance would result in inability to audit payment documents; inability to make payments or receive collections accurately and in a timely manner; financial loss through penalties or interest charges for late payments; or inability to maintain records to the satisfaction of internal and external funding sources or auditors.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of bookkeeping principles and procedures for maintaining ledgers, journals and similar accounting records.
- Knowledge in using Microsoft Office programs.
- Knowledge of office practices and procedures.
- Knowledge and experience in working with applicable state and county software systems.
- Knowledge of county-wide and departmental procedures for auditing bills, claims and similar documents.

- Knowledge of county-wide or departmental terminology, manuals, policies and applicable laws.
- Ability to accurately and efficiently enter financial data into a system.
- Ability to proficiently use a 10 key calculator/keyboard pad.
- Ability to effectively communicate both orally and in writing.
- Ability to perform mathematical calculations.
- Ability to operate personal computers in a Microsoft Office environment, photocopier, calculator and telephone equipment used in the maintenance of accounting records.
- Ability to appropriately apply program policies and procedures to various job functions.
- Ability to consistently and accurately decipher and process a large volume of transactions in a timely manner.
- Ability to establish and maintain effective working relationships.
- Ability to work effectively both independently and as part of a work unit.
- Ability to establish and maintain filing systems.
- Ability to handle confidential information with discretion and in accordance with the Data Practices Act.
- Ability to interpret R&E policies and procedures to vendors and the public.

#### **MINIMUM QUALIFICATIONS**

**Education:** High school diploma or equivalent.

**Experience:** Three years of accounting/bookkeeping experience.

**Substitution:** Graduation from a recognized 2-year Accounting /Bookkeeping program may substitute for two of the three years of experience required. A Bachelor's Degree in Accounting/Bookkeeping or a related field may substitute for the three-year experience requirement.