

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: ACCOUNT SPECIALIST I
ACCOUNT SPECIALIST II
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE: 0123
CLASS CODE: 0124
FLSA STATUS: N
DATE: 10/99 Rev. 2/07
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under direct supervision at the I (entry level) and general supervision at the II (journey level), performs accounting work of routine to moderate difficulty which involves assisting customers by phone and in person; answering questions regarding bills, taxes, licenses, and related issues; opening and processing payments; stuffing bills and other mailings; distributing and/or processing food stamps, forms, applications; balancing cash drawer; and encoding checks; operating various office equipment and may serve as unit receptionist; and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Account Specialist series is distinguished from other technical classifications by the nature of the duties and the added complexity and knowledge of technical and paraprofessional accounting duties.

This series is comparable in responsibility, complexity and scope of duties to Merit Systems' Account Clerk series.

Accounting Specialist I

Working under direct supervision, Accounting Specialist I is the entry level in the Accounting Specialist series. Employees in this class receive training, are given detailed instructions in the performance of routine tasks and perform tasks that are more structured and repetitive than those assigned at the II level. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Most incumbents are expected to promote to the journey level within one to two years of successful performance; however, positions that are limited to duties of a more routine, repetitive nature may be permanently allocated at the I level.

Accounting Specialist II

Working under general supervision, Account Specialist II is the journey level in the Account Specialist series. Employees at this level are expected to have related background and experience and to be qualified to perform the full scope of duties; using independent judgment in selecting and applying specific references, procedures, sequences and alternatives to different work situations. Positions in this class are flexibly staff from the lower level of Accounting Specialist I, or if filled from the outside, require prior related experience.

The Account Specialist II differs from Account Specialist III in that the latter is the advanced-journey level performing the most complex and specialized duties assigned to the series and may be assigned lead worker duties.

SUPERVISION EXERCISED:

Account Specialist I/II does not exercise supervision.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following:*

- Performs accounting and bookkeeping operations unique to division/department; processes accounts payable by authorizing payment and entering payment information into the financial system; maintains related filing systems and makes journal entries; checks invoices against purchase orders for accuracy and forwards for approval to pay; prints checks, obtains signatures and distributes through mail and/or pick up; enters billing and/or claims information into computer; mails bills and receipts incoming payments; audits payable, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures; researches and corrects errors.
- Serves as department receptionist; answers all incoming telephone calls and greets visitors and the general public, provides customer service and support; responds to inquiries and/or directs individuals to the appropriate area or assists them with information, providing applications, or answering questions; opens, stamps, sorts, and distributes incoming,

interoffice, and outgoing mail; files and retrieves documents from filing system.

- Types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence on a word processor or typewriter.
- Processes payroll/timesheets by tracking and/or verifying hours and entering information into payroll system.
- Accepts payments for bills and provides change and receipts to customers; posts and balances accounts receivable, sends through processing machinery and/or makes daily or weekly bank deposits; balances cash drawer; reconciles general ledger and deposits funds.
- Prepares complex, routine and non-routine reports (including annual reports) as requested, utilizing a variety of software; receives, sorts and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.
- Organizes committee meetings; takes minutes; assists with research, preparation and revisions of presentation materials.
- Issues and reconciles food stamps, maintains mailing list and balances and maintains various related reports.
- Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.
- Make Travel arrangements for travel and accommodations for staff and others.
- Maintains office machines.
- Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail or fax.
- May serve as backup for other positions within the department.
- May train other staff.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Typewriter
Adding Machine

Remittance Processor

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Accounting Specialist I

Graduation from high school or G.E.D. equivalent AND one year of experience performing general office duties that included processing accounts payable, accounts receivable, preparing routine financial reports, auditing invoices, typing, filing, and answering telephones; or equivalent combination of training and experience.

Accounting Specialist II

Graduation from high school or equivalent AND two years of experience performing accounting duties that included processing accounts payable and accounts receivable, preparing routine financial reports, auditing invoices, typing, filing, and answering telephones; OR one year of full-time experience comparable to an Accounting Specialist I with Mendocino County; or an equivalent combination of experience and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Policies and procedures, codes, ordinances and departmental operating standards in assigned department.
- Record keeping, report preparation, filing methods and records management techniques.
- Customer service techniques.

- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Basic principles and practices of accounting.
- Standard business arithmetic, including percentages and decimals.
- Computer applications and hardware related to the performance of the essential functions of the job.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Using a typewriter and/or word processing software and other standard office equipment.
- Operating and performing routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Ability to:

- Read and comprehend instructions, routine correspondence and memos.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with others.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 20 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.