

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 0125
FLSA STATUS: N
DATE: 01/00 REV. 2/07
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general supervision performs various complex accounting functions which include: authorizing payments and processing accounts payable through the financial system; developing various reports by researching and gathering information, and statistics; coordinating and reconciling monthly appropriations; collecting, organizing and reporting financial information used in audits, budget development.; and working on special accounting projects; and may serve as lead worker.

DISTINGUISHING CHARACTERISTICS:

This is the lead or advanced-journey level in the Account Specialist series. In lead assignments, incumbents provide lead to lower level staff including training, assigning, directing, and reviewing the work of staff. In an advanced-journey assignment, incumbents perform the more difficult, complex, and specialized tasks and assignments such as monitoring appropriations and tracking budget expenditures. Positions at this level are distinguished from Account Specialist II by the performance of more difficult and complex work or by serving as a lead worker.

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

SUPERVISION EXERCISED:

Account Specialist III, in a lead assignment, exercises technical and/or functional lead over staff.

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; posts and balances accounts receivable, prepares reports, apportions funds, prepares entries and reconciles with general ledger; researches, corrects errors and/or deposits funds;
- Enters billing and/or claims information into computer and verifies accuracy of same, mails bills and receipts incoming payments; balances cash drawer.
- Monitors and maintains appropriations by retrieving invoices/statements, entering pertinent information and reconciling with audit information; audits payables, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures; researches and corrects errors
- Tracks budget expenditures and/or various program statistics by developing and maintaining multiple budgetary spreadsheets and files.
- Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports.
- Processes payroll/time sheets by tracking and/or verifying hours and entering information into payroll system, and auditing and maintaining records; may also enter employee benefit information into system; sorts and distributes checks.
- Types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence; sorts and distributes incoming, interoffice, and outgoing mail. Files and retrieves documents in an orderly fashion so that materials can be easily located. Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.
- Reconciles monthly collections of tax accounts.
- Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.
- In the lead worker assignment, trains others in job skills, assigns and directs work, makes recommendations in performance appraisal and reports problems to the supervisor.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment

Typewriter
Adding Machine

Postage Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School grad, or GED equivalent, AND four years of experience that involved bookkeeping and/or technical accounting functions such as processing accounts payable, accounts receivable, preparing a variety of routine financial reports, and tracking and auditing invoices; OR Associate's degree or equivalent from a two-year college or technical school AND two years of experience that involved bookkeeping and/or technical accounting functions such as processing accounts payable, accounts receivable, preparing a variety of routine financial reports, and tracking and auditing invoices; or an equivalent combination of training and education.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Policies and procedures, codes, ordinances and departmental operating standards in assigned department.
- Principles and practices of governmental accounts maintenance and operations, including accounts payable, accounts receivable, auditing and payroll procedures and laws.
- Basic principles and practices of accounting.
- Record keeping, report preparation, filing methods and records management techniques.
- Basic budgetary principles and practices.
- Customer service techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- General office procedures, policies and practices, as well as knowledge of computer applications and hardware and other general office equipment related to the performance of the essential functions of the job.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Standard business arithmetic, including percentages and decimals.

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.
- Organizing, assigning, leading and reviewing the work of staff.
- Operating and performing routine maintenance of general office machines such as copiers, typewriter and/or word processing software, (FAX), telephone systems, and other standard office equipment.
- 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 departments.

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.