

ACCOUNT SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs accounting work of a difficult and responsible nature relating to the collection, disbursement, and accounting of the City's funds; does related work as required, and any other duties assigned by the City Manager and/or supervisor.

DISTINGUISHING FEATURES OF THE CLASS: Work involves the performance of difficult record-keeping and reporting activities; and includes the posting of receipts and disbursements in detail to appropriate general ledger accounts utilizing sophisticated accounting software; and the timely payment of City bills. The employee in this class may serve as final check on numerous financial transactions. Work is performed with considerable independence and judgment. The level of responsibility differentiates this position from Utilities Account Representative. Supervision may be exercised over the work of one or more subordinate clerks.

CITY'S EXPECTATIONS OF EMPLOYEE:

- Adheres to city and departmental policies, procedures, and ordinances
- Demonstrates accuracy and attention to detail
- Deals tactfully with employees, vendors, the general public, and others
- Demonstrates honesty and integrity in handling funds and maintaining records
- Acts as a responsible steward of the city's welfare and resources
- Works well under pressure and meets tight deadlines
- May supervise, review or coordinate the work of others

ESSENTIAL FUNCTIONS OF WORK:

Performs accounting duties on an automated financial software package.

Maintains accounts payable and accounts receivable systems.

Processes purchase orders, requisitions and invoices for payment or refunds over payments in accordance with the provisions of the Prompt Payment Law of 1987

Reviews documents for accuracy and completeness

Enters and maintains vendor or customer records

Initiates or prints accounts payable, utility refunds, and payroll accounts payable checks

May prepare and document the transfer self insurance funds

Invoices solid waste customers, Inner Harbor slips rental customers, customer account funds, miscellaneous fees as needed

May receipt, balance, and deposit police monies, insurance, business license, inner harbor payments, recreation fees, senior center sales, and slip monies and other monies in the correct revenue or expenditure accounts

Maintains accounts payable and receivable files or customer files

Issue business licenses and collect fees for payments

May disburse, reimburse, and reconcile petty cash fund

ACCOUNT SPECIALIST CONTINUED

Process and pay city power bills for traffic and streetlights, ball field lights, city buildings, etc.

Prepare biweekly claim reports and submit to City Council or daily lock-off reports to Police Department and Public Works

Answer inquiries regarding licenses, fees, accounting procedures, travel reimbursements, vendor payments, etc.

Analyze funds and accounts and prepare period reports

Handles utilities final billing

Serves as back up to Assistant Utilities Business Manager

Post receipts and balancing deposits when needed

Performs all procedures related to closing out accounts

SUPERVISION EXERCISED: May supervise, review or coordinate the work of others.

WORKING ENVIRONMENT: Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observances of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards.

PHYSICAL DEMANDS: Requires the ability to see, hear and speak. Manual dexterity required to operate computer keyboard.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED: Knowledge of accounting practices and procedures used in keeping and auditing fiscal accounts and records; Knowledge of governmental financial record keeping requirements and methods; skill in the use of automated accounting systems; ability to review financial documents for accuracy, completeness, validity, and adherence to standards; ability to compute and post figures rapidly and accurately; ability to maintain files and records; ability to identify, trace and correct errors; ability to interpret and apply rules and regulations; ability to establish and maintain effective working relationships with others; ability to exercise tact, courtesy, alertness and good judgment in responding to others; customer service skills; mathematical aptitude.

MINIMUM EDUCATION, TRAINING & EXPERIENCE REQUIRED: A Bachelors degree in Accounting; or four years of progressively responsible financial record keeping experience which has provided the requisite knowledge and abilities.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Serves as supervisory back up as needed.

PAY GRADE: 109