

## Accounting Specialist

<b>Job Code</b> 4004A1	<b>Job Title</b> Accounting Specialist	<b>Pay Grade</b> 20
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### CONCEPT:

This is paraprofessional accounting work in the maintenance, review and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. Work may involve performing a wide variety of routine accounting and bookkeeping tasks in an agency with limited fiscal programs, participating in the work of a unit within a centralized accounting operation, or acting as an assistant to a professional accountant involved in the supervision of a phase of a large fiscal operation.

### TASKS:

- Maintains fiscal records by reviewing payroll information, purchase requisitions, vouchers, receipts and other documents; enters data onto computer spread sheets, ledgers, worksheets and other forms; compares data contained in a variety of financial records in order to detect errors/discrepancies; reconciles accounts/records; and extracts and compiles information from records as required.
- Monitors budgets by reviewing fund balances and reporting overages and shortages to superiors; assists in budget preparation by compiling necessary information manually or by using computer based records pertaining to budgets, accounts, inventories and other financial operations; completes report forms or writes narrative reports; prepares financial information for management.
- Coordinates accounts payable activities with the purchasing function; reviews transactions for documentation of obligation, payment authorization, timely payment, and accurate recording; confers with vendors.
- Assists clients with sponsored program contractual and financial procedures by providing consultation concerning proposal guidelines, budgets and award terms and conditions; monitors grant budgets and fiscal records; informs other agency employees about accounting procedures, policies, rules and regulations; clarifies federal and state policies and procedures.
- May supervise employees performing bookkeeping and clerical tasks.

### LEVELS OF WORK

- Class Group consists of one class.

### Minimum Requirements:

One year of experience in accounting/auditing support work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13