

## Overview

### Overview

Job Profile Name: Accounting Specialist II - Contract

Job Code: XZG08

Include Job Code in Name: No

Job Profile Summary: NATURE OF WORK:

Performs paraprofessional accounting and financial record keeping work requiring knowledge of the practices and methods of accounting and familiarity with the operations and procedures of accounting systems. Employees assigned to this classification are primarily responsible for reviewing complex, detailed financial transaction documents for accuracy, completeness and conformance with established criteria; researching various records and performing detailed audits of transactions in order to correct errors and reconcile accounts through the use of computer and/or manual record keeping.

Work is performed under general supervision in accordance with established procedures and performance is reviewed for technical accuracy through summary reports, verification of balances, discussions and direct observation.

MINIMUM REQUIREMENTS:

Associate degree in accounting/bookkeeping or related area with two (2) to three (3) year experience in bookkeeping, clerical accounting or related area; or an equivalent combination of education, training, and experience. Able to operate personal computer and experience in data entry is required with specific knowledge in JD Edwards and Excel highly desired. Some positions require experience with JD Edwards General Ledger, Accounts Payable and Purchasing and/or the ability to type 40 CWPM. Must pass police background investigation which includes polygraph.

## Qualifications

### Certifications

#### Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)
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### Competencies

#### Competencies

Required	Competency	Rating
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#### Competencies from Other Sources

Required	Competency	Rating	Source	Source Type
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### Education

#### Education

Required	Degree	Field of Study
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### Languages

#### Languages

Required	Language	Ability	Proficiency
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### Responsibilities

#### Responsibilities

Required	Responsibility
	<p><b>WORK PERFORMED:</b></p> <p>Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.</p> <p>Reviews financial transaction documents such as vouchers, invoices, payroll records, contract receiving reports, payment requests, property leases, etc. for accuracy, completeness and compliance with accounting procedures.</p> <p>Researches various manual and computerized records and files to resolve problems involving payroll variances/exceptions, incomplete documentation, payment of invoices, collection of fees, reporting of information, verification of tax rolls, and/or preparation of reports;</p>

Required	Responsibility
	<p>provides information and technical assistance to other departments regarding the proper processing of assigned transactions; may design query applications.</p> <p>Posts data such as income, payments, charges, disbursements, fixed assets, etc. to proper accounts and maintains various detailed ledgers, journals or related fiscal records; prepares and submits journal entries and necessary adjustments.</p> <p>Proofs and verifies payroll reports, various journal entries, and other related financial documents.</p> <p>Compiles and tabulates statistical data for various reports.</p> <p>Participates in the revision and/or development of uniform procedures relating to payroll processing, accounts receivable, accounts payable, property management and/or financial reporting activities.</p> <p>May oversee the work of and provide direction to clerical accounting personnel.</p> <p>Assists with collection of data and research for special projects as assigned.</p> <p>Some positions are responsible for recording/reporting museum entrance fees and museum memberships.</p> <p>Performs other related work as assigned.</p>
	<p><b>KNOWLEDGE, SKILLS, AND RESPONSIBILITIES:</b></p> <p>Working knowledge of financial recordkeeping principles, practices and methods.</p> <p>Some knowledge of the practices and methods of accounting.</p> <p>Some knowledge of the laws, rules and regulations applicable to financial recordkeeping for municipal government.</p> <p>Some knowledge of effective supervisory techniques may be required.</p> <p>Ability to maintain accurate and complete technical operating records.</p> <p>Ability to review financial transaction records for accuracy, completeness and conformance to standard accounting practices or compliance with contracts and agreements.</p> <p>Ability to establish and maintain financial record keeping systems.</p> <p>Ability to establish and maintain effective working relationships with other employees and the general public.</p> <p>Ability to perform mathematical computations, using a standard office calculator with speed and accuracy.</p> <p>Ability to enter detailed financial data in computerized system with accuracy and generate required reports.</p>

## Training

### Training

Required	Training	Training Type	Description
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## Work Experience

### Work Experience

Required	Work Experience	Experience Level
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## Pay

### Pay Rate Type

### Pay Rate Types

Country	Pay Rate Type
United States of America	Hourly

Job Exempt

Job Exempt

Country / Country Region	Job Exempt
United States of America	No

Workers' Compensation Code

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location
8810 - Clerical Office Employees Noc (United States of America)	United States of America		