

## Accounting Specialist I Contract – Red Light Cameras

THIS IS A FULL-TIME CONTRACT POSITION WITH THE SAME BENEFITS AS REGULAR FULL-TIME. MOST CONTRACTS ARE RENEWABLE FOR TERMS OF ONE YEAR.

Minimum Starting Salary: \$14.46 per hour

Grade: S19

### 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. 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, finance, or business administration; with six months experience in bookkeeping, clerical accounting, or related area; or an equivalent combination of education, training, and experience. Must be able to operate personal computer and have experience in data entry. Experience and ability to operate current accounting software desired. Must pass polygraph examination.