CITY OF OCEANSIDE

REVISED: October 2012
JOB CODE: ACCT01 or ACCT02
ACCT04 or ACCT06
UNIT: OCEA or
UNREP/CONFIDENTIAL

ACCOUNTING SPECIALIST I
ACCOUNTING SPECIALIST II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform clerical and technical accounting activities in the assigned area, including either processing accounts payable and accounts receivable transactions and reconciling cash receipts, processing payroll or maintaining utility customer accounts; to perform data entry duties, including proofreading and updating documents; and to perform a variety of related clerical functions in support of assigned area.

CLASS CHARACTERISTICS

Accounting Specialist I - This is the entry-level class in the Accounting Specialist series. This class is distinguished from the Accounting Specialist II by the performance of the more routine tasks and duties assigned to positions within this series, including processing routine financial transactions and accounting-related data entry. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Accounting Specialist II - This is the full journey-level class within the Accounting Specialist series. Employees within this class are distinguished from the Accounting Specialist I in the variety and complexity of financial transactions processed and by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Employees at this level exercise lead responsibility, including training lower level accounting staff. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience. Advancement is not based on time in grade but solely at the discretion of the Department Director, based on the organizational needs of the department and satisfactory completion of all minimum qualifications.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Processes accounts payable, accounts receivable and/or payroll; enters data into computer; balances and reconciles cash drawer; identifies discrepancies; locates and corrects coding and posting errors; provides responsible customer assistance; answers questions from the public, other City employees and other agencies; processes financial transmittals from other City departments; audits City receipts and disbursements for errors and records entries; makes bank

deposits; monitors departmental account balances; prepares bills; collects past due accounts; initiates collection proceedings with an agency; maintains accurate financial files; processes delinquent accounts; reviews computer runs for accuracy and corrects errors; reviews timesheets for payroll processing; composes and types routine correspondence; prepares a variety of fiscal and statistical reports; assists in training new employees in their assigned area of work; receives, sorts and distributes incoming mail; enters and updates journal entries; may create intelligent query reports; performs special data entry duties for special journals; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

ACCOUNTING SPECIALIST I

Knowledge of:
- Principles and practices of clerical accounting;
- Modern office procedures, methods and computer equipment;
- Principles and practices of customer service; and
- Data entry techniques.

Ability to:
- Learn to understand and analyze routine financial transactions and their related accounting codes;
- Learn pertinent Federal and State tax laws;
- Perform routine clerical accounting functions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Understand and follow oral and written instructions;
- Maintain mental capacity which allows for effective interaction and communication with others; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Qualifications

Experience: One year of clerical accounting experience is desirable.

Training: Equivalent to the completion of the twelfth grade.

ACCOUNTING SPECIALIST II

In addition to the qualifications for Accounting Specialist I:

Knowledge of:
- Principles and methods used in double entry accounting systems;
- Office practices and procedures relating to the processing and recordkeeping of financial transactions;

- Advanced principles of mathematics; and
- Pertinent Federal and State tax laws.

Ability to:
- Understand a variety of financial transactions and their interrelatedness;
- Analyze financial data using established criteria and determine an appropriate course of action; and
- Prioritize a variety and high volume of transactions to ensure timely processing.

Experience and Training Guidelines

Experience: Two years of increasingly responsible clerical accounting experience which must include reconciling and balancing accounts in a double-entry accounting system

Training: Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.