CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

ACCOUNTING SPECIALIST 1205

GENERAL PURPOSE:
Performs varied bookkeeping and accounting support duties to maintain accounting and related records; records and processes various standard accounting procedures including accounts payable, accounts receivable, purchase orders, journal entry, utility billing, payroll, and payments on a computerized accounting system.

CLASSIFICATION SUMMARY:
The principal function of an employee in this class is to perform specialized journey level accounting duties to ensure an accurate process of accounting activities on a City wide basis through the Finance Department. The nature of the work requires that the incumbent is detail oriented and able to independently perform standard financial record keeping tasks involving accounts payable, accounts receivable utility billing, payroll, and cashiering. Accounting Specialists are cross-trained in various aspects of the Finance Department's responsibilities. As such, an Accounting Specialist may serve as a back-up or perform other finance functions including fixed assets, etc. The Accounting Specialist reports to an Accounting Manager. Work is performed with considerable independence according to established department or accounting procedures. The Accountant or Accounting Manager are available for questions or unusual situations if needed.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepares purchase orders for payments and monitors purchasing system; checks purchase orders for accuracy and contacts originator to explain what information is needed; checks information on vendor statements for accuracy; contacts vendors to clarify or request information; processes documents for payment; prints checks and vouchers; verifies information of checks before mailing out to vendors.

Performs water/sewer billing on hardware using Eden software in conjunction with water meter reading system and software; enters customer data into fields to add new customers or change existing data; answers customers' questions about readings, new services, shut-offs, rates, and delinquent accounts; operates computer keyboard to generate reports and print bills.

Processes City payroll; maintains employee compensation and benefit database using Eden software; checks employee time sheets for accuracy and conformance with personnel policies and union contracts; distributes, explains, checks for accuracy and processes PAF's for new employees as well as changes for existing employees; enters data in fields and verifies accuracy of printouts; answers questions from employees.

May perform cashiering and customer service duties by receipting incoming deposits and payments from departments, customers and the mail; may provide assistance to the public in a pleasant and courteous manner; may balance cash drawer according to procedures and prepares deposits according to bank specifications; may print reports and reconcile payments.

Processes advance travel requests; writes advance travel checks for employees, reconcile advance travel payments.

Maintains records for leasehold taxes, water/sewer distribution and use taxes, state building code fees, general excise and use taxes, and sales taxes; balances and reconciles accounts with general ledger.

Performs month-end processing and reconciliation to account for all department receipts and deposits; balances sales tax; airport leasehold taxes; state building code fees.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Answers phone and takes messages for Finance Department; issues personnel application forms; serves as backup to switchboard; registers voters; issues petty cash payments. Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- Accounts payable, accounts receivable, payroll, or other general bookkeeping procedures on a computerized system;
- General office practices and procedures.

Ability to:
- Learn and develop proficiency in the operation of the city's computer network system and Eden software;
- Learn new procedures, prioritize work, and meet deadlines;
- Perform mathematical computations with speed and accuracy using a 10-key adding machine or calculator by touch;
- Maintain detailed, accurate records and to print legibly;
- Greet and deal with the public in a courteous and pleasant manner;
- Understand and carry out oral and written instructions and to accurately apply established guidelines to varies situations;
- Establish and maintain effective working relationships with employees in all departments, co-workers, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

One year of accounts payable, accounts receivable, payroll, and utility and other billing experience; or substituting course work or training in bookkeeping or municipal accounting for up to six months of the above experience; or any equivalent computation of experience and training.

TOOLS AND EQUIPMENT USED:

Personal computer, including computer network system and Eden software; 10-key calculator; typewriter; telephone; copy machine; fax machine.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Non-Exempt
Adopted: 9/82 Revised: 9/91, 3/94, 6/99, 12/01, 12/04