



7/30/02

**CITY OF NORMANDY PARK**

**JOB DESCRIPTION**

**TITLE:** Accounting Specialist  
**DEPARTMENT:** Finance  
**REPORTS TO:** Finance and Accounting Manager  
**EMPLOYMENT STATUS:** Regular Full-time, Non-Exempt

**Summary**

The Accounting Specialist will maintain the computerized accounting system by entering the financial transactions into the accounting system. This includes generating accounts payable vouchers and warrants, recording redemption of warrants, processing City payroll, and receipting of revenue. Complete month and year end reconciliation and closings. Other duties include submitting bond payments, preparing journal entries, issuing petty cash and relieving the Receptionist. The Accounting Specialist is classified as a Fair Labor Standards Act (FLSA) non-exempt position.

**Essential Job Functions**

- Operate computer and other office equipment.
- Communicate effectively both verbally and in writing.
- Proofread documents.
- Sort and arrange files.
- Meet schedules and timelines.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees and members of the public.
- Operate multi-line telephone system.
- Perform all duties with a high level of attention to detail.

**Scope of Responsibility**

Individual who is assigned to this classification is responsible for their own work product and for managing and maintaining official records of the City. These duties may involve different and unrelated processes and methods. Individual is expected to possess accounting knowledge and to provide a high level of customer service to the public, City employees and volunteers. Individual is expected to possess considerable knowledge of modern office procedures, business English, spelling, grammar and correct composition.

## **Typical Duties**

- Monitor and coordinate investments with investment pool, depositories and dealers.
- Prepare receipts for revenue received.
- Balance City banking accounts.
- Issue checks and warrants by using computerized system. May be required to issue checks and warrants manually.
- Complete transfers between funds as budgeted.
- Issue and reconcile petty cash funds, as required.
- Prepare accounts payable for data entry, complete data entry and print vouchers and/or warrants. Coordinate payment of invoices/claims for timely payment, taking early payment discounts, as appropriate.
- Redeem warrants from bank, date stamp and input into computerized accounting system.
- Prepare journal entries or other accounting distributions/allocations, including interest earnings.
- Maintain relationship with bank, account maintenance, non-sufficient funds (NSF) checks, etc.
- Complete month and year end reconciliations and closings.
- Prepare and maintain computerized City employee payroll. Input data from reviewed and approved timesheets. Update payroll files as needed.
- Prepare monthly, quarterly, and annual payroll reports, including W-2's and 1099's per regulations and guidelines.
- Maintain bond records and prepare checks for bond interest and principal when due.
- Respond to written correspondence and telephone inquiries.
- Maintain computerized accounting system and record keeping files.
- Assist in the preparation of the annual budget by completing the data entry.
- Assist in the preparation of the annual financial report by conducting research, report writing and typing.
- Relieve and assist receptionist when necessary assuming all of the responsibilities of the position.
- Perform City Clerk responsibilities in the Clerks absence or as necessary.
- Maintain fixed asset records.
- Perform other duties and projects as assigned and directed by the Finance and Accounting Manager.

## **Qualifications**

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above preceding job duties.

- Requires three years accounting experience, including bookkeeping experience and governmental (fund) accounting. Associate degree or equivalent is preferred;

**Or,**

- Combination equivalent of education and experience.

**Additional Requirements**

- Knowledge of accounts payable and payroll processing.
- Knowledge of public administration and familiarity with the Washington State Governmental Budgeting Accounting Reporting System preferred.
- Requires ability to work independently and efficiently under minimal supervision.
- Requires ability to understand, analyze, and recommend appropriate actions.

**Special Requirements**

- Requires a valid Washington State driver's license and a driving record free of significant moving violations.
- Must be bondable.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager Approved: \_\_\_\_\_ Date: \_\_\_\_\_