



Accounting Specialist Lead

Job Code: 6880

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs routine to complex administrative/accounting duties. Serves as lead to other accounting clerks and specialists.

- Assumes day-to-day responsibility for organizing and coordinating specialized budget and accounting functions.
- Reviews reports to determine funding status of accounts and recommending action to correct problems.
- Prepares comparative historical funding and expenditure reports.
- Inputs, reviews, and distributes various data to departments.
- Determines appropriateness of funding sources and adequacy of funding.
- Assists in comprehensive reviews of departmental budgets, maintenance, and updating of budget development file.
- Formats and processes various budget documents for distribution and publication.
- Assists in budget preparation.
- Reconciles computer summaries to budget targets.
- Responds to complex financial inquiries that require research or interpretation of policies and procedures.
- Prepares correspondence regarding budget status.
- Makes deposits and prepares all related documents.
- Ensures accuracy and completeness of standardized orders, receipts, and payments. Examines requisitions and invoices for correct unit price, discounts, and coding concepts. Examines supporting documents for necessary signatures and funding source.
- Prepares a variety of routine reports including statements of accounts for departmental administration.
- Analyzes and audits data and balances statements.
- Assists supervisor in making sound financial decisions by providing current and accurate financial records upon request and relating pertinent information.
- Performs various duties as needed in order to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 48 months accounting/bookkeeping experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office
- General office skills such as multi-line phone, copying, filing, faxing, and mail
- Customer Service skills
- Knowledge of standard accounting principles
- Proficiency with accounting

Working Conditions

Physical:

Sitting for prolonged periods. Communicate effectively. Engage in repetitive motion.

Environmental:

Standard office environment.

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