Account and Budget Representative III (0713)

**Basic Purpose/Job Function:** Serving as departmental bookkeeping specialist following general standards and guidelines.

**Examples of Titles Replaced:** Accounts Specialist; Claims Supervisor; Donor Accounts Specialist; Staff Resources Specialist

**Typical Functions May Include:**

1. Assisting with modifications to existing accounting systems or in the formulation of new systems
2. Providing guidance and instruction and assisting in determining work priorities
3. Performing analysis of various ledger accounts, cash transactions and account deposits
4. Ensuring financial transactions are correctly recorded in journals, spreadsheets and databases
5. Preparing a variety of financial reports
6. Monitoring accounts, gathering statistical data and maintaining reports and records
7. Gathering and disseminating a wide variety of information about policies and procedures
8. Maintaining central and specialized filing systems
9. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May supervise and train clerical support staff.

**Supervision Received:** Determines action to be taken handling all but unusual cases and is expected to function independently following training.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 - 24 months  
  **Type:** Accounting/Bookkeeping
- **Skills:** Creativity in composing or presenting oral and written communications; ability to perform basic math functions; proficient in spreadsheet and word processing applications
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- **Special Requirements**: Regular pressure to meet productivity standards and deadlines; may be required to bend, lift, stoop and carry; background check required as a condition of employment.
- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.