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| **TITLE:** | **Accounting Specialist** | **JOB CODE:** | 1013 |
| **PREPARED:** | 6/30/03 | **FLSA:** | Non-Exempt |
| **UPDATED:** | | **REVISION #:** | |

**Summary:** Under general supervision, oversees the County's payroll and accounts payable systems and serves as the administrator of the County's data processing systems.

**Distinguishing Characteristics:** This designation is distinguished from the Accounting Clerk by a broader range of work responsibilities and authority.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Directs and participates in all accounting activities involving accounts payable and payroll; processes settlements for other taxing agencies within the County; reconciles accounts to the general ledger; makes adjustments to accounts as appropriate.
- Prepares various financial statements and quarterly and year-end summary reports; monitors expenditures to ensure compliance with budgets; established variances between projected and actual expenditures.
- Provides technical guidance and consultation to County departments in the resolution of accounting questions and problems; investigates and resolves complaints.
- Audits, examines, reconciles, balances and adjusts accounting records.
- Serves as a system administrator by troubleshooting computer problems; works with user profiles, passwords and levels of access; serves as a liaison with other County departments in determining needs assessments and resolving general operating problems.
- Serves as the security operator for banking operations, including access for transmitting and receiving direct deposits, positive pay, check reconciliation and electronic federal tax payments.
- Provides work direction and technical guidance to less experienced accounting staff.
- Performs related work as required.

## MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of the principles and practices of accounting and bookkeeping.
- Knowledge of modern office practices and procedures and office equipment usage.
- Knowledge of the principles and practices of public accounting.
- Knowledge of the principles and practices of effective employee supervision.
- Knowledge of the basic principles of computer system design and administration.
- Knowledge of County policies, procedures, rules and regulations.

- Skill in interpreting laws and regulations.
- Skill in performing detailed record keeping.
- Skill in working with numerical data and performing complex mathematical calculations and computations.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with superiors and the general public.
- Skill in oral and written communications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

**Education, Experience, Certifications and Licenses:**

- Associate Degree in Accounting or a closely related field.
- Three years of experience in public accounting or bookkeeping.
- Possession of a valid State of Nevada Driver's license.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

**Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment, calculator and a motorized vehicle.