

CITY OF GLENDALE

TITLE:	Account Specialist	CLASS CODE:	303
REPORTS TO:	Various	GRADE:	15
DEPARTMENT:	Various	FLSA:	N
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Performs clerical accounting work, which may involve payables and receivables, and includes processing information and the preparation of reports or statements.

ESSENTIAL FUNCTIONS:

1. Determines the priority and schedule of processing payment transactions for maximum financial benefit.
2. Prepares and maintains files and records including purchase orders, invoices, claims, billings, vendor files and others; makes adjustments and posts receivables to subsidiary ledgers.
3. Creates invoices, purchase orders, claims, treasurers receipts, forms and deposits and financial reports.
4. Maintains statistical reports and ledgers of accounts payable/receivable; maintains, monitors and reconciles records on travel expense reports and credit card charges.
5. Ensures city compliance and accuracy of taxpayer's identification numbers for yearend 1099 tax reporting.
6. Uses computer terminal to access account information, investigates and resolves complaints.
7. Reconciles monthly vendor statements, verifies signature authorization and signatures on invoices, updates and assigns a due date for check issuance.
8. Verifies receiving on purchase orders, calculates applicable discounts, enters information into the computer for payment.
9. Researches and processes payables for utilities, telephone, credit card charges and other monthly bills; maintains running balances on open purchase orders, keeps records and prepares reports as necessary.
10. Maintains sick and vacation leave ledgers.
11. Maintains employee files and records, including department personnel documentation.
12. Maintains automated payroll records to provide management with reports of payroll expenditures.
13. Reviews time sheets to ensure accuracy, completeness and authorization.
14. Calculates and remits applicable withholding liabilities for city employees.
15. Coordinates payroll system changes with applicable departments.
16. Research water and sales tax accounts, verify ownership, process insufficient fund checks, liens, and returned mail, skip trace accounts and handles credit bureau reporting.

SECONDARY FUNCTIONS:

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

General business operation and accounting systems.
Business English and math.
Relational data base systems.

Skills in:

Operation of a computer and applicable mainframe and PC software.
Operation of standard office equipment.

Ability to:

Exercise judgement in prioritizing and processing payment transactions.
Prepare and maintain complete and accurate financial records and files.
Make mathematics calculations with speed and accuracy.
Establish and maintain effective working relationships with City employees, vendors, business owners and the public.
Follow oral and written instructions and standing procedures.
Interpret and apply codes statutes and policies and procedures.
Communicate effectively, verbally and in writing.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

One year of college coursework in business, accounting or a related field and 2 years of experience in clerical accounting, bookkeeping, or a related field.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

None.