

CITY OF SAN JUAN CAPISTRANO

ACCOUNTING SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform clerical and technical accounting functions involving accounts payable transactions and those related to City's developer deposit program; to maintain all vendor files and process purchase orders; to analyze trust accounts as assigned; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Accounting Specialist series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Accounting Specialist in that the latter performs the most difficult and complex duties assigned including serving as liaison for computer hardware and software operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Manager.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs a variety of technical and clerical accounting functions in the area assigned; processes accounts payable; handles water payments and water account adjustments.
2. Enters and creates purchase order information and send copies of purchase orders to appropriate departments; maintain purchase orders; modifies and provides information to vendors and departments as requested regarding order status.
3. Receives, sorts and batches invoices; enters invoice information into the computer and processes invoices for payment; balances computer entries with tape totals.
4. Generates warrants for accounts payable; matches warrants with invoices and sends to vendors; prepares related reports.
5. Monitors department accounts payable; maintains accurate and complete records and provides information to higher level staff as requested.
6. Receives and records utility bills on spread sheets; maintains daily records; audits and reconciles accounts.
7. Sets up and maintains vendor files, history, status and reports; prepares reports, forms and documents for annual vendor auditing process.

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8. Maintains trust accounts and developer deposit records.
9. Performs a variety of general clerical and/or customer service duties including receiving telephone calls, typing, and maintaining departmental files and records.
10. Operates a variety of office equipment including computers, adding machines, copiers, fax machines and related equipment.
11. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and clerical accounting and bookkeeping.
- Principles and practices of fiscal record keeping and reporting.
- Basic mathematical principles.
- Methods and techniques of preparing purchase orders.
- Modern office methods, procedures and computer equipment.
- Pertinent Federal, State and local laws, codes and ordinances.

Skill in:

- Performing technical and clerical accounting functions related to accounts payable.
- Accurately preparing purchase orders.
- Maintaining a variety of financial records and files.
- Working independently in the absence of supervision.
- Preparing clear and concise reports.
- Office organization and accurate record keeping.
- Operating office equipment including computers and supporting word processing and spreadsheet applications and DOS based systems.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of clerical accounting experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; requires visual acuity for reading numerical figures.