

Class Code: E24
City of Anaheim
Class Specification

CLASSIFICATION:
ACCOUNTING SPECIALIST

DEFINITION:

Under supervision, to perform clerical accounting duties of moderate difficulty; and to enter data into a computer terminal in either Finance - Accounts Payable and/or Accounts Receivable or for a satellite facility.

EXAMPLES OF DUTIES - Depending upon areas of assignment, responsibilities and duties may include, but are not limited to, the following:

Performs a variety of intermediate level accounting work in specialized areas, such as accounts payable, accounts receivable, payroll, or for a satellite facility.

Operates a variety of office equipment, such as a typewriter, 10-key calculator, word processor, CRT, microcomputer, photocopier and microfiche reader.

Makes arithmetic computations.

Receives, compares and matches various documents, such as purchase orders, receiving documents, invoices, bail receipts, contracts, tax schedules, payroll lists, billings, warrants, personnel status charges and time cards.

Processes warrant requests for city departments.

Processes direct payments for contract work performed for various city departments including public works contracts.

Sets up files for new vendors.

May monitor the department petty cash fund.

Communicates with employees, vendors, tenants, customers and other agency officials; researches information and answers questions.

Reviews routine tenant contracts, compiles data to support charges to tenants, prepares billing worksheets, including paramedic fee program documents, and prepares invoices and warrant requests.

May enter information into CRT related to department payroll.

Inputs and retrieves data to and from City mainframe computer system.

Codes computer input forms for entry into City's automated financial system.

Delivers and picks up from City offices various accounting documents.

Makes fund adjustments.

Receives, opens, date stamps and distributes incoming mail.

Files materials into established filing system.

Composes routine correspondence.

Operates printer to print documents stored in computer.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing journey-level clerical accounting work.

Knowledge of: Basic accounting principles; business math and record keeping methods.

Ability to: Perform accurate and appropriate clerical accounting functions; give accurate and timely information; prepare accurate billing worksheets, invoices and warrant requests; operate a computer terminal; operate a calculator quickly and accurately; maintain accurate records and files; operate a typewriter keyboard with accuracy; establish and maintain effective relationships with those contacted in the course of work.

Supervision Received: Works under technical direction. Work in progress and completed work is reviewed regularly.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Senior Accounting Specialist or related classes.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical
Revised 9/86 - W. Jerz
Revised 7/91 - V. Kilmurray
Doc CS1002VK