

Class Code: E12
City of Anaheim
Class Specification

Classification:
SENIOR ACCOUNTING SPECIALIST

Definition: Under moderate supervision, to perform responsible clerical accounting work; and may serve as a lead worker over a small clerical accounting unit, as assigned.

Examples of Essential Job Functions - Depending upon areas of assignment, responsibilities and duties may include, but are not limited to, the following:

Performs a variety of difficult accounting clerical work in specialized areas, such as accounts payable, payroll, events and accounts receivable.

May audit the work of accounting clerks.

Reviews and approves invoices for payment.

May balance and reconcile accounting ledgers, journals and accounting records; researches discrepancies and makes correct entries.

Prepares subsystem and journal entries for input into the automated financial system.

Reviews tenant contracts for major events, accumulates and integrates cost elements from a variety of sources, prepares billing worksheets and prepares invoices and warrant requests.

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

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

Inputs and retrieves data to and from City computer system, coding computer input forms for entry into City's automated financial system.

Delivers and picks up from City offices various accounting documents.

Files warrant copies and support documents.

Assist in preparing special and recurring schedules and reports, such as financial schedules and reports, expenditure reports, revenue reports, budget data and statistical schedules.

Prepares monthly status reports for Accounts Payable Operations.

Composes routine correspondence.

May present statistical reports and make presentations at staff and/or other meetings.

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

Operates a printer to print documents stored in computer or word processor.

Files materials into established filing systems.

Performs other job related duties as required.

Minimum Requirements:

Experience in: Performing responsible and varied clerical accounting work.

Knowledge of: Modern office equipment and procedures; computer terminal operating methods; business math; advanced account record keeping methods; effective leadership methods; accounting principles, procedures and terminology; data processing as applied to accounting work; principles of supervision and training.

Ability to: Read, understand and apply moderately difficult materials; give accurate and timely information; operate a calculator by touch; operate a typewriter keyboard with accuracy; operate a CRT/computer terminal and use related software; prepare accurate and complete billings and worksheets; prepare clear and accurate reports and statements; assign, check, correct and participate fully in the work of subordinates (depending upon area of assignment); train assigned employees; establish and maintain effective relationships with those contacted in the course of work.

Supervision Exercised: Some positions in this class assign, check, guide and correct work of subordinates. Incumbents do not select staff, evaluate employees or discipline employees.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Accounting Technician.

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.

Revised 9/86 - W. Jerz
Revised 7/91 - V. Kilmurray
Revised 5/94 - P. Saldivar
Unit of Representation - AMEA Clerical
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