

Code: 1174

Title: *TREASURER'S ACCOUNTING INFORMATION SUPPORT SPECIALIST*

SUMMARY: Provides accounting and information support services to the Treasurer's Office. Responsible for preparing, verifying and reconciling accounting documentation, and performing specialized information processing activities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews, verifies, reconciles and balances various accounting information on reports generated manually or from automated accounting system;  
Prepares accounting documentation and reports input to automated accounting system;  
Prepares calculations and posts to data input control sheets;  
Updates and maintains software to track, monitor and analyze data associated with special projects within the Treasurer's Office;  
Designs, analyzes and verifies results of new software applications;  
Researches Arizona Revised Statutes and applies findings to specialized problems and issues associated with the Treasurer's Accounting Section;  
Trains Accounting Section personnel in the use and application of software;  
Tests, evaluates and recommends new computer hardware, software and peripheral equipment for use in the Treasurer's Office;  
Compiles, edits, analyzes and reports data required for various governmental agencies;  
Researches, compiles and documents operational procedures of the Accounting Sections;  
Answers questions for the public and solves problems as they arise;  
Monitors, computes, verifies and reconciles various accounts and figures.

KNOWLEDGE & SKILLS:

Knowledge of:

- operating procedures and practices of the Treasurer's Office;
- software applications and programming;
- applicable accounting practices, operating policies and procedures;
- principles and practices of public administration;
- governmental reporting procedures.

Skill in:

- monitoring and reconciling accounts;
- evaluating software applications;
- researching and analyzing operational problems;
- communicating effectively;
- compiling, writing and editing reports.

MINIMUM QUALIFICATIONS

Three years of experience preparing, processing and verifying accounting documentation and one year of experience providing administration support utilizing accounting software applications.

OTHER REQUIREMENTS:

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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