

Code: 1178

Title: ACCOUNTING SUPPORT SPECIALIST

SUMMARY: Performs accounting work preparing, verifying and reconciling accounting documentation and performs related duties as required.

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 and verifies accounting documentation from a department, division, vendor and/or outside source for accuracy in calculations and computer coding and adherence to policies and procedure;
Prepares documentation and reports for input to a manual and/or automated accounting system or software program;
Reviews, verifies, reconciles and balances various accounting information on reports generated from a manual and/or automated accounting system;
Proofs and reconciles output reports with input documents from a manual and/or automated accounting system;
Prepares calculations and posts to data input control sheets and balances with various reports and printouts;
Researches and verifies discrepancies, differences and errors and posts and processes adjustments;
Reviews for accuracy, verifies and prepares daily deposits to the County treasury;
Reviews contracts and requests for payment, determines feasibility of requests and proceeds according to and within the guidelines of the contract;
Processes payments on contracts and resolves discrepancies with County departments and vendors;
Reviews and verifies direct demands and travel claims for compliance with County policies and procedures;
Reviews and verifies earning and leave summaries prepared by County departments;
May participate in processing payroll for a department.

KNOWLEDGE & SKILLS:

Knowledge of:

- applicable accounting operating policies and procedures;
- County automated accounting systems and applicable software programs;
- applicable County administrative policies and procedures.

Skill in:

- applying policies and procedures to operations and processing appropriate documents;
- preparing, verifying and reconciling accounting documentation;
- communicating effectively;
- researching, verifying and resolving discrepancies in documentation.

MINIMUM QUALIFICATIONS:

EITHER

(1) An Associates Degree from an accredited college or university with a major in accounting or a closely related field and one year of experience preparing, processing and verifying accounting documentation.

OR

(2) Three years of experience performing the above mentioned duties.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: Some positions may require the successful completion of a background investigation by authorized law enforcement personnel due to the need for access to detention, courts, corrections and/or law enforcement facilities or associated confidential information, documents and materials.

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

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

Pima County

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