

Code: 1179

Title: ACCOUNTING SUPPORT SPECIALIST - SENIOR

SUMMARY: Performs accounting work preparing, verifying and reconciling accounting documentation and leading activities in an accounting operations section 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.)

Leads, participates and coordinates the unit's activities with other departmental sections or divisions and other County departments or outside agencies;

Acts as an internal department coordinator for support activities involving the review and verification of accounting documentation ensuring accuracy in calculation, coding and adherence to policies and procedures;

Trains less experienced personnel in the clerical accounting activities of the work unit;

Assigns work to and reviews the work of subordinates and fellow staff;

Acts as the work unit's primary liaison with County departments and outside vendors by researching and providing responses to inquiries;

Represents the unit/department on various committees and working groups;

Researches, verifies and processes problem invoices;

Reviews various accounting documentation for accuracy and adherence to policies and procedures;

Reviews and reconciles daily batch control and input control sheets for the accounting resources management system;

Prepares cost transfers as requested by management;

Maintains daily balances, prepares transmittals and posts entries to manual and/or automated ledgers;

Researches, verifies and posts adjustments for discrepancies of daily batch input controls;

Posts entries from various automated system reports and calculates balances;

Reviews and verifies the control and validation procedures for payroll and balance exceptions;

Reconciles and prepares input documentation for employee payroll deductions;

Makes travel arrangements for unit/department personnel and prepares related travel documentation for approval and processing and reviews, verifies and approves travel claims;

Prepares various reports from the database or utilizing departmental software on the assigned areas for management review;

Oversees, administers and reconciles petty cash for a department.

KNOWLEDGE & SKILLS:

Knowledge of:

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

Skill in:

- leading and training assigned and fellow staff;
- preparing, verifying and reconciling accounting documentation;
- making arithmetic calculations with speed and accuracy;
- proofreading documentation, such as payroll, for accuracy;
- providing customer service to the work unit, County personnel and outside sources;
- applying policies and procedures to operations and processing appropriate documents.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's Degree from an accredited college or university with a major in accounting or a closely related field and two years of experience performing accounting clerical duties including preparing, processing and verifying accounting documentation.

OR:

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

OR:

(3) Two years of experience with Pima County as an Accounting Support Specialist or an Accounting Processing Clerk.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

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 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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