

## CITY OF LAKE ELSINORE

### Account Specialist I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

#### **DEFINITION:**

Under general supervision, learns to perform and performs clerical and technical accounting activities, including accounts payable, accounts receivable, cashiering, and business license; performs duties, including verifying funds, coding of accounts, preparation of journal entries, and reconciling and reporting financial transactions; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Account Specialist I** is the entry level class that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Accounting Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Finance Manager. Incumbents in this position do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs technical and clerical accounting activities, including accounts payable, accounts receivable, cashiering, and business license.
- Processes invoices; collects proper paperwork and invoices; prepares calculations; confirms appropriate authorization for payment; verifies availability of funds; initiates budget transfers as warranted; implements budget transfers upon authorization; makes recommendations on procedures and guidelines.
- Prepares purchase orders; processes all accounts payable; balances accounts and generates checks; coordinates assigned activities with City management staff and outside vendors; monitors expenditures against the budget; acts as cashier.
- Prepares vendor checks; records payments and monitors activities for City projects; records payments and deposits for developer projects for departments; maintains vendor invoice files.
- May provide general clerical support to department managers.

- Processes accounts receivable; receives payments and issues receipts; balances and reconciles daily input.
- Balances the daily cash monies to receipts; reconciles the daily bank deposit for recording and auditing.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Account Specialist I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of general clerical accounting experience, and a high school diploma or equivalent, supplemented by college level course work in accounting, bookkeeping, or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver’s license.

**KNOWLEDGE/ABILITIES:** *(The following are a representative sample of the KSA’s necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting; cash handling techniques; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Prepare, maintain and reconcile various financial, accounting and statistical records; keep accurate records; perform cashiering duties accurately; examine a wide variety of financial documents and reports; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.