

## CITY OF LAKE ELSINORE

### ACCOUNT SPECIALIST III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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 of incumbents within the position.*

#### **DEFINITION:**

Under direction, leads, oversees and participates in advanced technical level accounting activities as a para-professional in the areas of business license, accounts payable, accounts receivable, and general ledger; performs advanced technical accounting duties in preparing the City's financial statements, various State and Federal reports, and post grant management; maintains confidentiality of payroll information; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Account Specialist III** is the lead /advanced journey level class expected to perform the more complex accounting duties, including business licensing, transient occupancy tax, collections, financial record keeping transactions, accounts payable, and customer service functions; may oversee and lead lower level staff. This classification is distinguished from the next higher classification of Finance Manager in that the latter is responsible for overall management of the City's Finance Division.

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

Receives direction from the Finance Manager. Exercises technical and functional supervision over lower level staff.

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

- Leads and participates in technical level accounting activities, including accounts payable, business licensing, general ledger, accounts receivable and collections; provides technical and functional supervision over lower level accounting staff.
- Prepares month-end closing; reconciles all general bank accounts to the general ledger and prepares any adjusting entries; produces month-end financial reports.
- Interprets and enforces City policies and procedures; makes recommendations on procedural changes for efficiency.
- When assigned, performs all related duties as required in the areas of accounts payable and accounts receivable; may train and provide assistance to assigned staff in the completion of accounting tasks.

- Oversees the Business License and Transient Occupancy Tax Program and related records; prepares invoices; leads the collection activity on delinquent accounts through written correspondence, the telephone, and referrals to Code Enforcement for citing; assists the public and staff with licensing ordinances and City policies and procedures; resolves and investigates licensing issues.
- Maintains and tracks documentation for Lake Violation Citations; answers questions from public and processes payments.
- Serves as a resource to City employees and lower level finance staff; supports cashier, balances cash drawer, and updates cash transactions.
- 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 III**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of general municipal technical accounting experience preferably, including dealing with federal financial reporting, and a high school diploma or equivalent supplemented by college level course work in accounting, bookkeeping or a related field. An associate of arts degree in one of the list programs is desirable.

**License/Certificate:**

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

**KNOWLEDGE/ABILITIES/SKILLS:** *(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; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including those dealing with confidentiality; 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; plan, organize, train and direct work of assigned staff; 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.