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Washington County Consolidated Communications Agency

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## Accounting Specialist

### DEFINITION

Performs a variety of professional and administrative duties in support of the Agency; administers payroll, accounts receivable and manages general ledger accounting; serves as administrative secretary for Boards and Budget Committee; does related work as required.

### DISTINGUISHING CHARACTERISTICS

An employee in this classification performs highly responsible administrative duties in support of the Director and the administration of the Agency. The work requires the handling of sensitive and confidential information; considerable contact with elected officials and the general public; and has an extensive knowledge of the Agency's administration. Employees at this level require only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. This is a non-exempt, non-classified position.

### SUPERVISION RECEIVED

Receives direct supervision from the Chief Financial Officer.

### SUPERVISION EXERCISED

Supervision is not a responsibility of this position.

### EXAMPLES OF WORK

Duties include, but are not limited to the following:

1. Prepares semi-monthly payroll for all employees applying thorough knowledge of automated payroll system, and all system screens. Assists with payroll system application changes and upgrades. Reviews and tests system changes and upgrades and communicates payroll issues to third party vendor.
2. Prepares semi-monthly changes to employee records in payroll system, verifying accuracy and completeness. This includes setting up new employee data, making changes to existing data in the payroll system, researching discrepancies, responding to garnishment orders, reviewing insurance and voluntary deduction orders and recording data in the payroll system as required.
3. Processes payroll related liabilities for employee benefits. Includes preparation of

- semi-monthly journal entries and reconciliations of related accounts.
4. Applies knowledge of various insurance eligibility rules, as well as bargaining unit benefits provisions and required employee qualifications. Updates changes in employee information; remits payments of all voluntary employee deductions; remits monthly union payments.
  5. Prepared monthly billings and monitoring of accounts receivable.
  6. Prepares journal entries. Reconciles ledgers and subsidiary records.
  7. Assists in the basic monthly financial statements and reports preparation; assists in the coordination of fiscal activities, such as preparation of the annual budget and Comprehensive Annual Financial Report.
  8. Assists in audit work papers, schedules and statements for assigned accounts.
  9. Assists in providing reasonable assurance that the Agency's assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with management's authorizations.
  10. Serves as administrative secretary for Boards and Budget Committee, including scheduling/preparing notifications/posting of meetings; preparing/distributing meeting agendas, materials and reports; and recording/preparing/distributing meeting minutes.
  11. Interprets, effectively communicates, and applies laws and regulations governing budgeting, accounting, and payroll related matters to coworkers, the public, and through correspondence.
  12. Assembles data and prepares regular and ad hoc reports pertaining to the work of the department.
  13. Performs specialized accounting studies and projects as assigned.
  14. Serves as back-up to the Administration Specialist position.
  15. Analyzes and coordinates the flow of correspondence, records maintenance and archival and other administrative services. Recommends and implements changes in fiscal and office management procedures as necessary.
  16. Produces an acceptable quantity and quality of work that is completed within established timelines.
  17. Provides excellence in internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and

creative problem resolution.

18. Develops safe work habits and follows all required safety policies, procedures and techniques. Contributes to safety of self, co-workers and general public.
19. Support and respect diversity in the workplace.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Required Knowledge:**

- Working knowledge of payroll processing and office practices and procedures.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Working knowledge of English grammar, spelling, and usage in a business environment.
- Basic knowledge of budget practices and procedures.
- Basic knowledge of the laws and regulations governing budgeting.
- Basic knowledge of general ledger/automated accounting systems and procedures.
- Knowledge of various filing systems and methods.
- Basic knowledge of financial principles and practices.

### **Required Skills and Abilities:**

- Strong ability to communicate effectively both orally and in writing with diverse customers, employees, other agencies, public officials and general public
- Advanced ability to use a keyboard; operate standard office equipment; word processing and spreadsheet programs and other application software as required for the position.
- Strong ability to compile and prepare periodic detailed accounting reports.
- Ability to apply policy and procedures to specific situations to process information, answer questions and explain decisions.
- Ability to organize one's time to balance multiple priorities, prioritize and organize work to complete projects within established timeframes, and consistently meet time lines and due dates.
- Strong ability to use tact and diplomacy with individuals from diverse backgrounds and develop and maintain constructive and cooperative working relationships.
- Strong ability to work cooperatively in a team-based environment.
- Ability to establish and maintain effective working relationships with employees, other agencies, public officials and the general public.
- Strong ability to apply excellent internal and external customer service skills.
- Ability to independently perform duties, research and analyze complex assigned problems and make recommendations in accordance with established policies and procedures.

- Ability to maintain confidentiality and communicate effectively both verbally and in writing.
- Ability to take minutes and transcribe information at a speed necessary for successful job performance.
- Strong ability to maintain accurate accounting records and reports.

#### **EXPERIENCE AND TRAINING**

A degree in accounting, finance, business or a similar area, and preferred minimum of 2 years progressive experience in payroll and accounting, or any combination of college-level training and work experience that demonstrates the knowledge, skills and abilities to perform the above-described duties.

#### **PHYSICAL AND WORKING CONDITIONS**

Frequent focus on a computer screen; daily use of a keyboard; daily operation of office equipment; occasional lifting, moving and carrying of objects 20-40 pounds; sitting for extended periods of time, crouching, bending, kneeling or reaching to perform filing activities; occasional dealing with distraught or difficult individuals. Work is normally conducted in an office environment.

Approved by CEO Board: 8/15/2013  
Updated: 03/24/2018  
Updated: 04/19/2018