

**CITY OF BELLE GLADE
CLASS DESCRIPTION
2000**

CLASS TITLE: ACCOUNTING SPECIALIST I

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide diversified accounting support services to assigned department. The class is responsible for advising staff, billing, collections, processing accounts, disbursements, budgets, information system input, and general office functions. The class works within a general outline of work to be performed, develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Advises senior staff and other departments on accounting functions.

Receives, processes, and enters information regarding City services; processes forms and payments; coordinates with outside agencies or individuals such as insurance companies, attorneys, and banking institutions.

Collects, accounts for, and processes payments in accordance with procedures.

Makes entries into financial information system; prepares spreadsheets for various accounts.

Performs accounting functions for department such as budgets, taxes, payroll, accounts payable and receivable, direct deposits; prepares financial forms or reports.

Assists with year end reconciliations by researching accounts and records.

Researches issues; prepares periodic or special reports.

Attends training seminars and classes; attends staff meetings to exchange information.

Performs routine office functions such as attending to client/customer requests, providing information, faxing, filing, copying, and servicing office machines.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.

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PEOPLE INVOLVEMENT: People include coworkers, workers in other areas or agencies and the general public.

Requires giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS: Things are inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.

Requires handling or using machines, tools, or equipment requiring moderate instruction and experience such as computers, peripherals, software programs such as word processing, spreadsheets or custom financial applications, and service office machines.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS: Reasoning requires consideration of factors and variables to derive solutions to problems.

Performs semi-skilled work involving set procedures but solves frequent problems.

MATHEMATICAL REQUIREMENTS: Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Performs addition and subtraction, multiplication and division and/or calculates ratios, interest rates, percents and computes discounts. Requires using basic algebra involving variables and formulas.

LANGUAGE REQUIREMENTS: Language involves the ability to read, write, and speak.

Requires reading technical instructions, procedures manuals, and charts to solve practical problems such as equipment operating instructions, and methods and procedures for accounting processes; composing routine and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.

Performs clerical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

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VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.

Requires High School Diploma or GED and formal training, special courses, or self-education equivalent to satisfactory completion of one year of college education or specialized advanced training in business, accounting, or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES: Special Certifications and Licenses refer to state, federal, or professional certifications or licenses required to enter or maintain the job.

None

EXPERIENCE REQUIREMENTS: Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Requires over six months and up to and including one year.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires sedentary work that involves walking or standing some of the time, exerting between 20 and 50 pounds of force on a recurring basis, and routine keyboard operations.

ENVIRONMENTAL HAZARDS: Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to no environmental hazards.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, field of vision, hearing, and speaking.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Requires being responsible to guide others, requiring frequent decisions, affecting the individual, coworkers, and others whom depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine.

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ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.