

**City of Grass Valley  
JOB DESCRIPTION**



**Accounting Specialist**

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**Position: Accounting Specialist**

**FLSA Status: Non-Exempt**

**Department: Finance**

**Unit: 2 /Classified Full-Time Position**

**Reports To: General Ledger Accountant**

**Adopted: August 9, 2016**

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**SUMMARY OF JOB PURPOSE**

Primary responsibilities include preparation of accounts payable, processing of purchase orders, preparation of payroll and other personnel-related functions. Responsibilities include a variety of general and specialized financial accounting and fiscal functions including transient occupancy tax return processing, business license processing, grant and loan reconciliations, reconciliation of subsidiary records to the general ledger, budgetary review, preparation of reports and correspondence and providing general staff support for the department and others as requested.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the General Ledger Accountant.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Complete tasks related to the processing of accounts payable and receivable, purchase orders, asset recordation and allocation; generate reports for auditing, and reconciliation of subsidiary records to the general ledger, meeting required deadlines;
2. Complete tasks related to the processing of payroll, including payroll preparation and review, reconciliation to the general ledger, CalPERS reporting, tax reporting and review and assisting employees with personnel issues;
3. Complete tasks related to the processing of transient occupancy tax returns, including reviewing returns for accuracy, processing payments and responding to transient occupancy tax inquiries;
4. Complete tasks related to the processing of business licenses, including processing of business license renewals and payments, reviewing forms/payments for accuracy and responding to business license inquiries;
5. Utilize spreadsheets and accounting software programs; enter, post, verify, handle and retrieve a wide variety of routine to complex financial data;

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6. Create or work with financial records such as vouchers, invoices, checks, claims, fees, budget reports, and accounting statements; conduct fiscal studies and prepare related reports and correspondence;
  7. Provide accurate and timely information and assistance to managers and employees;
  8. Track and reconcile subsidiary accounts receivable; may reconcile bank statements; verify and post details of business transactions of funds received and disbursed;
  9. Receive and process W9/1099's and track compliance for service contractors;
  10. Provide backup support for processing accounts payable and receivable, purchase orders, journal entries, budget augmentations, invoicing, collection of funds; May purchase departmental supplies, and support office equipment maintenance,
  11. Provide assistance to outside auditing firms;
  12. Assist in City's overall safety, risk management and liability programs;
  13. May serve on City-wide committees;
  14. Assist in the preparation of all monthly, quarterly and annual reports for appropriate State, Federal or other agencies related to grants, restricted funds or other assigned areas;
  15. Provide service to customers at the public counter, and respond to variety of public inquires;
  16. Handle cash receipt and cash management;
  17. May serve as support to the City Clerk;
  18. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
  19. Perform related duties as assigned.

**Knowledge of:**

1. Requirements of accounts payable and receivable systems, reporting, processing and administration;
2. Requirements of payroll processes and software programs;
3. Purchasing order systems, policies and procedures;
4. Basic and complex math and its applications;
5. Pertinent Federal, State and local laws, codes and regulations related to payroll, grants, restricted fund use and required reporting;
6. Modern office equipment and procedures including word processing and spreadsheet applications;
7. Principles and practices of research and statistical methods;

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8. Principles used in record keeping and filing;
  9. General Human Resource management;
  10. Generally Accepted Accounting Principles (GAAP);
  11. Fund Accounting;
  12. Principles of customer service;
  13. Cash handling procedures.

**Ability to:**

1. Perform a variety of duties and tasks related to accounts payable, receivable, payroll, business licensing, grant management and accounting practices, and financial operations in a governmental environment;
2. Understand and interpret complex policies, procedures and regulations;
3. Maintain confidentiality of work performed and information received;
4. Perform assigned duties and tasks using independent judgment and personal initiative;
5. Research issues related to assigned areas of responsibility to identify and solve problems;
6. Perform light support maintenance work on office machines;
7. Follow oral and written instructions;
8. Communicate clearly, concisely and effectively, both orally and in writing;
9. Maintain cooperative working relations with the general public and employees with an emphasis on customer service;
10. Perform duties with limited supervision;
11. Recognize, prioritize and accomplish assigned tasks;
12. Carry out the mission of the City and the Department maintaining adherence to the City's organizational values.

**QUALIFICATIONS**

To perform this job successfully, an incumbent must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

A typical way to obtain the knowledge, skills and ability to perform this job is:

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1. Equivalent to an Associate's Degree from an accredited college or university in accounting, business administration, bookkeeping, or related field and 3 years of accounts payable, payroll or similar accounting/bookkeeping experience (a Bachelor's Degree or higher from an accredited college or university in a related field may substitute for one (1) year of experience).

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Must have a valid State of California Class C Driver's License with an acceptable driving record to attend meetings, training, or classes.
2. Pass appropriate background check prior to hire date (due to cash management and handling).

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems collect data, establish facts, and articulate valid conclusions; and interpret an extensive variety of regulatory or technical instructions.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and talk and hear. The employee is occasionally required carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by

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this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids.

**WORKING ENVIRONMENT**

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, adjacent roadway activity and other employees.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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