Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title:	Accounting Specialist
Department:	Multi
FLSA Status:	Non-Exempt
WC Code:	8810
Effective Date:	January 1, 1991
Last Revised:	May 9, 2017
Pay Grade:	A10
Union:	AFSCME

SUMMARY
Performs a variety of bookkeeping and accounting work to maintain general and subsidiary fiscal records; does related work as required.   An employee in this classification is responsible for the maintenance of accounts payable, accounts receivable, cost, departmental payroll and other fiscal records which require the use of independent judgment to properly record and document transactions and may require the handling of large sums of money. Work is performed under general supervision with assistance and/or direction being provided on unusual or difficult accounting/bookkeeping problems. Work is reviewed for accuracy, as well as for compliance with applicable policies, procedures and/or regulations. Supervision is not normally a responsibility of positions in this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES
(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Maintains cost, departmental payroll, budget and activity control and other fiscal records.

2. Compiles data and prepares summaries, statements, statistical information and other reports.

3. Prepares and reconciles accounts.

4. Maintains various internal accounting processes.

5. Prepares bank deposits and reconciles bank statements.

6. Maintains accounts payable which includes preparing/reviewing purchase orders and invoices, coding and compiling support data and preparing/reviewing payment.

7. Maintains accounts receivable which includes billing preparing receipts, posting to proper accounts, monitoring incoming funds, preparing balances and periodic statements.

8. Operates computer/CRT to enter transactions and to generate cumulative information.

9. Reconciles report discrepancies and problems; makes necessary corrections.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of recordkeeping practices used in the maintenance of fiscal accounts; general office principles and practices. Perform detailed work involving numerical data; use independent judgment to properly record fiscal transactions; make accurate mathematical computations using decimals, fractions and percentages; prepare detailed fiscal reports; establish priorities and organize own workload; maintain effective working relationships with other departments, employees and the general public.

EDUCATION AND EXPERIENCE
High school graduation or equivalency, preferably supplemented by additional coursework in bookkeeping or accounting; and three years of progressively responsible experience in accounting and/or bookkeeping work; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

TYPICAL PROBLEMS ENCOUNTERED
Problems encountered generally revolve around locating sources of error when reports and/or account balances do not reconcile, resolving discrepancies and providing for appropriate and/or sufficient backup to support fiscal records.

JOB IMPACT
The most common consequence of error would involve financial loss due to improper accounting of funds and/or maintenance of records; possible litigation; and/or public embarrassment.

JOB CONTACTS
The position generally has contact with the general public, other County departments, subcontractors and vendors.

LANGUAGE SKILLS
Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES
Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES
Utilizing computer software to access/update files and to generate reports; the operation of standard office equipment, including ten-key calculator by touch.

CERTIFICATES, LICENSES, REGISTRATIONS
None

BACKGROUND INVESTIGATION
Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT
Work is normally performed in an office environment. The position is impacted by the need to meet established deadlines; repetitiveness of tasks; attention to detail/accuracy; uncontrollable work flow; and uncontrollable interruptions and distractions.

PHYSICAL REQUIREMENTS
The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☐	☒
☒	Moving about work area	☐	☐	☐	☒
☒	Bending forward	☐	☐	☒	☐
☒	Stoop position - 1 minute plus	☐	☐	☒	☐
☐	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☐	Reaching overhead	☐	☒	☐	☐
☐	Lifting strength	**# of pounds = 25lbs**			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☐	Lifting Overhead	☐	☒	☐	☐
☐	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☐	☒
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☐	☐	☒
☐	Operation of motor vehicle	☒	☐	☐	☐

Speech, Vision & Hearing

☐	Distinguish colors	Yes: ☐	No: ☒		
☐	Distinguish shades	Yes: ☐	No: ☒		
☒	Depth perception	Describe: Operate computer for data entry,correctable vision/ Near Vision for details /Close vision & abiliaty to adjust focus			
☒	Ability to hear	Normal Speech Level: Telephone/Office			
☐	Other Spec. Hearing Req.	Describe:			

Exposure - Environmental Factors

		Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☒	☐	☐	☐
☐	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☐	☒	☐
☐	Dust	☐	☒	☐	☐
☐	Smoke	☐	☒	☐	☐
☐	Vibration	☒	☐	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☐	Uneven Area	☐	☒	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐