

City of  
**EDMONDS**  
Washington

**ACCOUNTING SPECIALIST- Accounts Payable & Receivable**

<b>Department:</b>	Finance	<b>Pay Grade:</b>	NE-9
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Finance Director

**POSITION PURPOSE:** Under general supervision, performs skilled technical accounting assistance in assigned area; reconciles, audits and enters various data into financial tracking system; processes accounts receivable/payable including: maintaining, reconciling and record maintenance for all City payables; prepares various journal entries; generates a variety of routine reports, reconciles and balances cash and prepares cash deposits; serves as back up for other accounting specialist function areas; assists customers at the counter or via phone/email and performs various clerical functions as assigned.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes accounts receivable and accounts payable.
- Reviews city department payables for check processing; processes and prints weekly claims checks and enters accounts payables in financial computer system.
- Prepares monthly reconciliations for accounts payable(s) and accounts receivable(s), Park and Recreation Security deposits, and refunds due and Bitco/Permit Trax.
- Prepares accounts receivable invoices for leases and contracts.
- Reviews accounts for past due items and sends out payment notifications and reminders.
- Receives and enters new vendor requests for departments. Scans and attaches vendor identification documentation into the EDEN Financial System and prepares various journal entries for departments.
- Assists departments with inquiries related to invoices and general ledger account coding.
- Prepares various reconciliations and submits them for approval, including, but not limited to: the State Revenue Transmittal, TBD Revenue Transmittal, recurring journal entries, security deposits, refunds, permitting revenue and attorney fees.
- Assists with budget and CAFR preparation and accounting reports as needed.
- Balances the deposit fund.
- Logs deposits and refunds into appropriate system and balance totals to general ledger.
- Prepares and maintains a variety of records and reports related to personnel, funds, payments and related activities.
- Operates a computer and other office equipment as assigned; enters and maintains direct deposit information and other data into the personal computer as assigned.
- Serves as backup for other accounting specialist functions.

## **JOB DESCRIPTION**

### **Accounting Specialist**

#### **Required Knowledge of:**

- Operational characteristics, services and activities of assigned area responsibility including: payroll and benefits, accounts payable/receivable and utility billing.
- Basic accounting and bookkeeping principles and practices including the Eden and BARS reporting system.
- Basic office assistant/clerical support principles and practices in area of assignment.
- Computer hardware and automated accounting/financial systems.
- Techniques in data verification and data entry and proper coding of documents.
- Federal, state, city and departmental policies and procedures affecting assigned work.
- Financial record keeping practices.
- Filing systems and document retention.
- Principles of customer service and public relations.
- Research methods and report preparation.
- Basic mathematics principles and practices.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers, computer applications such as: word processing, spreadsheets and statistical databases.
- Proper telephone etiquette.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Double entry accounting principles and standards and quadrant receipting system.
- Providing excellent customer service to customers and visitors in area of assignment.
- Applicable laws, rules, codes, regulations, policies and procedures related to payroll, taxes, benefits and other assigned areas.
- Meeting deadlines and working with multiple projects in area of assignment.
- Maintaining and reconciling accounting records and in identifying and reporting discrepancies.
- Preparing a variety of informative reports in area of assignment.
- Performing accurate bookkeeping, computing rapid and accurate mathematical computations and maintaining associated accounting records.
- Gathering data and verifying information.
- Responding to inquiries or requests from employees, department management, outside agencies and the general public.
- Working with equipment, tools and materials required in area of assignment.
- Communicating effectively verbally and in writing.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing.

**JOB DESCRIPTION**  
**Accounting Specialist**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School Diploma/GED Certification and two years of accounting, bookkeeping, payroll, or related experience that includes tracking accounts, gathering and verifying various financial data, general office experience, use of automated financial tracking systems, and maintaining records and files in a heavy customer service environment; preferably in a public sector environment; OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Must be able to successfully complete and pass a background check

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Constant interruptions.

**Physical Abilities**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

**Incumbent Signature:** \_\_\_\_\_

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

**Department Head:** \_\_\_\_\_

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