



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Account Specialist</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Administrative Authority</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Various</u>	<b>JOB CODE:</b> 604	

### **DEFINITIONS:**

Under close supervision, performs routine accounting clerical duties such as opening and distributing mail, entering data, checking and reconciling accounts, making payments and deposits, keeping records, purchasing supplies and preparing reports in support of the department operations.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Opens and distributes mail; receives payments and verifies amounts; records payments and issues receipts; enters data and posts to accounts; updates spreadsheet and reconciles balances; makes deposits; balances receipts daily and prepares monthly report of activity.

Distributes invoices for approval; processes documentation for payment; posts payments to accounts; reconcile accounts and prepare periodic reports.

Files accounting documents; reviews forms for completeness and accuracy; may perform reception duties; greets public and responds to basic inquiries regarding department operations; requisitions supplies and maintains inventories; performs special projects as assigned.

**KNOWLEDGE AND SKILL:**

1. Some knowledge of relevant Boone County policies and procedures.
2. Good knowledge of Boone County budget, accounting and related systems.
3. Skill in applying accounting procedures and rules accurately.
4. Skill in accurate recording of data in manual and computerized accounting systems
5. Skill in the use of a personal computer and spreadsheet software.
6. Skill in establishing and maintain cooperative working relationships with other employees and departments.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and one year of accounting experience; experience with personal computer word processing and spreadsheet software.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)