



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Account Specialist III</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Auditor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Auditor</u>	JOB CODE: 604	

SUMMARY:

Under general supervision, the Account Specialist III performs advanced accounting clerical duties to support the County's Accounts Payable, Procurement Card, and other similar financial processes; and ensures successful day-to-day office services such as opening and distributing mail, maintaining office supplies, and processing department invoices. Position requires responsible individual with high level of attention to detail with consistent accuracy.

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.)*

Performs duties for various accounting functions of the county such as the following: compiles and organizes financial transaction data for various monthly, quarterly, and annual reports in accordance with established criteria; reconciles subsidiary ledger activity reports and prepares monthly Circuit Court Clerk claim for state reimbursement and quarterly Assessment claim for state reimbursement; reconciles and approves monthly Procurement Card transactions for all County departments, ensuring accuracy and complete documentation for transactions and uploads data to the General Ledger; reconciles and approves monthly County-wide office supply vendor invoices for payment.

Reviews and approves daily reconciliation reports; maintains Authorized Signature database as needed throughout the year and conducts a comprehensive review and update on an annual basis; and performs data entry and scanning for journal entries and budget adjustments.

Assists Accounts Payable Coordinator with accounts payable and purchase order duties as directed; conducts training and on-going user support for internal users of accounting software and assists Senior Account Specialist in updating training materials; conducts vendor payment research as needed for special projects

Approves requests for new vendors and creates new vendor records; scans appropriate documentation for the vendor file. Maintains vendor files by updating database with current

W-9 forms and applicable data and ensures County is compliant with IRS 1099 regulations. Annually prepares County 1099 forms in compliance with state and federal regulations; distributes forms per regulations and maintains office files as appropriate.

Compiles and formats various electronic files to publish the annual Budget Book; facilitates final printing and distribution of document.

Greets the public and other County staff in person and on the telephone; directs visitors and callers appropriately; opens and distributes mail and prepares payment requisitions for department; maintains office supply inventory.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Skill in establishing and maintaining cooperative working relationships with staff and public
2. Knowledge of IRS regulations
3. Advanced knowledge of County policy and procedures
4. Advanced knowledge of County budget, accounting and related systems
5. Advanced knowledge of State reimbursement guidelines and regulations
6. Advanced skill in accurate recording of data in manual and computerized accounting systems
7. Advanced knowledge of Microsoft Excel and Adobe Professional
8. Expert attention to detail

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

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

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)