



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Account Specialist II</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Administrative Authority</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>1/27/2016</u>
DEPARTMENT: <u>Treasurer</u>	JOB CODE: 604	

SUMMARY:

Under general 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; updates spreadsheet and reconciles balances; makes daily deposits; balances reports daily and prepares monthly report of activity; responds to Public Record Requests.

Prepares 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.

Processes, sorts, and mails checks for payroll and specialty pay recipients; provides data entry support for journal entries and other clerical accounting needs of the office; provides back up to department staff for daily accounting duties as requested. Reviews accuracy of payroll entry and daily deposit entries; works with other departments to troubleshoot discrepancies in records.

Acts as Purchasing Card Administrator by ordering cards, managing user accounts, adjusting limits, and troubleshooting conflicts.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Skill in establishing and maintaining cooperative working relationships with staff and public
2. Advanced knowledge of County policy and procedures
3. Advanced knowledge of County budget, accounting and related systems
4. Advanced skill in accurate recording of data in manual and computerized accounting systems
5. Advanced knowledge of Microsoft Excel
6. 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, large format printers and scanners, 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 and one year of accounting and clerical 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)