



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Account Specialist II</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>      </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Chief Deputy Public Admin.</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>1/27/2016</u>
<b>DEPARTMENT:</b> <u>Public Administrator</u>	<b>JOB CODE:</b> 604	

### **SUMMARY:**

Under general supervision, performs routine accounting duties such as entering data, reconciling accounts, making payments and deposits, keeping records, compiling 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.)*

Performs data entry, accounts payable procedures, posts payments to accounts, makes bank deposits, and balances deposits with the Public Administrator budget system. Performs clerical duties such as answering the department phone line, directing visitors, and filing as back-up to other department clerical staff.

Connects and disconnects utilities on behalf of clients; performs detailed research on client financials; receives complaints and inquiries from clients. Examines documents for discrepancies or incompleteness; investigates and analyzes unusual circumstances and reports to appropriate representatives. Compiles data; performs detailed research and prepares reports.

Performs other duties as assigned.

### **KNOWLEDGE AND SKILL:**

1. Knowledge of basic accounting procedures
2. Knowledge of Medicare, Medicaid, Social Security, DFS, and other social service organization guidelines
3. Skill in accurate recording of data in manual and computerized accounting systems
4. Skill in the use of a personal computer and spreadsheet software
5. Skill in the ability to multitask in a fast-paced environment
6. Skill in establishing and maintaining cooperative working relationships with other employees and departments

**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 and one year of 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)