



City of Lake Oswego, Oregon

Job Description

ACCOUNTING SPECIALIST I

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 106

Job Code: 1030

Class Summary

Under general supervision positions in this class perform a wide variety of basic record keeping and clerical functions in the preparation, verification and maintenance of financial records related to general accounting, accounts payable, accounts receivable, payroll, utility billing, purchasing, business licenses and fixed assets.

Distinguishing Characteristics

This is entry-level work in the accounting specialist classification series. Job assignments require basic background in record keeping and clerical functions, but little or no knowledge of the specific area of assignment. As familiarity with the nature of work increases, the breadth of assignments will generally expand and position will perform duties with greater degree of independence and discretion for making judgments within prescribed procedures and accepted accounting practices. Under close supervision, positions in this class may perform basic and routine accounting clerical tasks. Employees in this position may receive supervision and work procedure instructions or problem solving assistance from an accounting specialist in a higher classification.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Gathers, tabulates, assembles, checks, verifies and files information for financial records.
2. Uses computer terminal to type and enter financial records information.
3. Make mathematical calculations.
4. Receives and accounts for monies.
5. Records data and maintains structured and routine statistical and financial reports and logs.
6. Assists with billing and maintaining accounts payable and accounts receivable records.
7. Verifies and codes payments and cash receipts.
8. Posts to ledgers and journals.
9. Prepares purchase orders.
10. Matches invoices.
11. Receives and answers questions from customers concerning the payment of billings and invoices.
12. Advises customers of city regulations relating to billing procedures .

13. Types routine correspondence.
14. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Basic record keeping methods and practices.
- Modern office methods, practices, and procedures.
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.

Skills and Abilities to:

- Learn basic accounting principles and transaction procedures.
- Make arithmetical calculations with speed and accuracy.
- Type at a speed of 35 words per minute, on an occasional basis.
- Operate computer terminals for the purpose of data input and retrieval.
- Operate calculating machines.
- Operate a variety of office equipment.
- Perform general office assistance work.
- Follow oral and written directions.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.