



City of Lake Oswego, Oregon

Job Description

ACCOUNTING SPECIALIST II

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 121

Job Code: 1035

Class Summary

Under general supervision positions in this class perform a wide variety of specialized accounting functions including the preparation, verification and maintenance of accounting records and financial reports related to general accounting, accounts payable, accounts receivable, and utility billing.

Distinguishing Characteristics

This is the journey level classification in the accounting specialist series. Incumbents are expected to perform semi-skilled to skilled accounting work with minimal direction. Work may require independent judgment in the application of regulations and accounting principles within established procedures. Incumbents may be responsible for a major record keeping function, such as utility billing. 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. Perform utility billing functions to include the billing of water, sewer, and surface water accounts, maintaining utility accounts, contacting customers, resolving complaints; and perform various collection functions.
2. Perform various accounting tasks to include preparing deposit slips, counting cash, and reconciling daily activity reports.
3. Operates a computer terminal, utilizes modern day billing software, and handles daily phone calls.
4. Cross checks purchase orders and invoices and processes all accounts payable; prepare accounts payable reports.
5. Process license applications, verify completeness, and assess-appropriate fees; collect fees, and maintain records of licenses.
6. Maintain accounts receivable records; calculate and prepare bills, monitor payment of accounts and prepare reports.
7. Assist in reconciling bank statements.
8. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Basic methods, principles, and practices of accounting and of financial and statistical record keeping.
- Working knowledge of MS Excel and other office software programs.
- Modern office and billing software programs.
- Modern office methods, practices and procedures.
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.

Skills and Abilities to:

- Perform a variety of moderately complex financial and statistical record keeping assignments.
- Demonstrate moderate expertise in operating modern accounting software such as MS Excel, MS Word, Access, and Outlook.
- Operate computer and various financial systems including 10-key calculators.
- Type at a speed of 35 words per minute, on an occasional basis.
- Deal tactfully and courteously with the public and City employees in explaining the functions and responsibilities of the work area to which assigned.
- Establish and maintain cooperative working relationships.
- Understand and interpret complex written regulations and instructions and accounting principles.
- Operate computer terminal equipment for the purpose of data entry, retrieval, and report preparation.
- 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 and one year related experience; 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.