



City of Lake Oswego, Oregon

Job Description

ACCOUNTING SPECIALIST III

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 115

Job Code: 1060

Class Summary

Under general supervision positions in this class perform a wide variety of specialized accounting functions including the preparation, processing, verification, and maintenance of vendor, customer, billing and accounting records, processing of regular and special billings (utility, licenses, miscellaneous), recording and reconciliation of cash receipts, generation of relevant transaction and financial reports, as back-office and front-counter service. An incumbent may have a focus or specialty of billing. This specialty performs complex clerical, records and para-professional duties in supporting and coordinating the City's utility billing processes/systems and Business License Program.

Distinguishing Characteristics

This is the advanced journey level classification in the accounting specialist series. Incumbents are expected to perform highly skilled accounting-related work with minimal direction and supervision. Assignments may be in a highly specialized area where incumbents have primary responsibility for a major accounting function. Work routinely requires independent judgment in the application of level of customer service, regulations and accounting principles, and priority setting. Receives general supervision from a professional level accounting position. May provide guidance to accounting technicians in lower classifications with work procedures and problem solving matters.

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. Coordinate, organize, and issue bills for all City utilities, business licenses, special event permits, dog licenses, liens, and other services, as assigned.
2. Maintain the integrity of customer accounts, customer notes, billing and payment records, and maintain the integrity of the water consumption database.
3. Coordinate, organize and issue payments to vendors and reimbursements to employees, via check or electronically.
4. Maintain the integrity of vendor accounts and accounts payable files; check, issue and track purchase orders; check and record invoices and expense reports; follow IRS requirements, process escheat amounts, prepare accounts payable reports.

5. Coordinate, organize and process business license applications, verify completeness and assess appropriate fees, collect fees, issue licenses, maintain records of licenses and licensee notes.
6. Coordinate, organize, reconcile and record revenue and cash receipts from all City departments, including within the Finance Department, on a daily basis and as they are submitted. Make transmittals of information to the bank and make cash deposits.
7. Reconcile bank accounts as assigned.
8. Provide customer service on the phone, or at the front counter. Accept assignments at the front counter as back-up or as otherwise assigned.
9. Accept passport applications at the front counter, as assigned, take the required pictures, be familiar with the rules, check the applications for accuracy and completeness, and fill out remittance forms.
10. Reconcile subsidiary ledger balances to the General Ledger, prepare budget and audit worksheets as requested, prepare and interpret 'agings'; prepare reconciling journal entries, and periodic management and accounting reports.
11. Maintain and check the City inventory, with periodic inventory counts and reconciliations. Accepts and releases items and reconciles payments received for the items for sale.
12. Perform other related duties as assigned.

Billing focus:

1. Administers the Business License Program from application, through review and processing of applications, through charging of appropriate fees, recording and issuing of licenses, providing the public at the counter and on the telephone with information, , accepting payment interprets City policy and recommends policy changes, , identifies and produces reports for program review; or
2. Administers the utility billing functions to include the billing of Water, Wastewater, Surface Water , and Street Maintenance services, maintaining utility accounts and consumption data, contacting customers, resolving complaints; performs various collection functions.
3. Upon request, administer the issuance of dog licenses and special event permits, through review of applications for completeness, timely payment, collection of all necessary approvals, acceptance of appropriate fees, and issuance.
4. Maintain the integrity of all licensee and customer accounts and notes.

Minimum Qualifications

Knowledge of:

- Policies, procedures, and regulations of various financial record keeping systems.
- Methods, principles, and practices of reconciling subsidiary ledgers to the General Ledger.
- Advanced knowledge of MS Excel and other office software programs.
- Records management theories, methods, principles and practices.
- Modern organizational office methods, practices and procedures.
- Proper English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.

Skills and Abilities to:

- Deal courteously and effectively with customers who do not understand their bill and think it is too high. Some customers can be very angry.
- 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, and help colleagues grow and succeed

- Organize and plan work flow of assigned responsibilities to ensure that work is completed in a timely manner and in coordination with other interrelated functions.
- Perform a variety of complex financial computations and statistical record keeping assignments.
- Demonstrate expertise in using modern accounting software such as any integrated multi-module accounting software, MS Excel, MS Word, and Outlook.
- Demonstrate ability to work with data entry equipment
- Learn and apply city policies and regulations equitably and equally to all customers.
- Understand city policies and rules and be able to explain to stakeholders of all walks of life.
- Organize work to achieve maximum efficiency in the performance of duties in an environment subject to frequent interruption.
- Provide good customer service to internal and external customers
- 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 two years 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.