



McKENZIE COUNTY

CLASS SPECIFICATION TITLE: Accounting Specialist

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt
<p>CLASS SUMMARY: This class performs assigned accounting support functions requiring a general knowledge of account practices. Responsibilities include performing accounts payable and receivable; updating spreadsheets; posting transactions to a ledger; monitoring inventories, maintaining personnel records, monitoring the financial status of construction projects, and performing various cost analysis and office administration duties.</p>			

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE-QUENCY	BAND/ GRADE
1.	Performs a variety of accounting functions, which includes: reconciling accounts; preparing accounting schedules; accounts payable/receivable; billing; processing checks; coding and entering information into a database; and performing related tasks.	Daily 50%	B2
2.	Enters a variety of financial information for the Auditor/Treasurer Department, including analyzing, coding, and journalizing all financial activities.	Daily 25%	A1
3.	Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files; files documents as needed. Researches and resolves a variety of difficult problems independently through review of multiple records.	Daily 10%	B2
4.	Assists the Auditor/Treasurer Department, participates in the preparation of property tax billing and subsequent collection.	Monthly 10%	A1
5.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE: (positions in this class typically require):
 A Bachelor's Degree in Accounting or equivalent and two (2) years of experience in an accounting function; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS: (positions in this class typically require):

- None



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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Basic accounting principles;
- Account preparation, review, and control methods;
- General ledger reporting techniques
- Data entry techniques
- Mathematical concepts
- Computers and related software applications.

SKILLS (position requirements at entry):

Skill in:

- Balancing accounts;
- Prioritizing and assigning work;
- Maintaining accounting records;
- Applying accounting procedures and principles;
- Preparing accounting statements and reports;
- Reconciling, balancing, and auditing accounts and assets;
- Performing mathematical calculations;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing, seeing, and repetitive motions.

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.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.