



## City of Larkspur

# ACCOUNTING SPECIALIST

### **DEFINITION**

Under the direction of the Finance Director, the Accounting Specialist compiles, reconciles and verifies accounting information; and sets-up and maintains a variety of accounts, files and fiscal records in the City of Larkspur's Finance Department.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey-level staff position in the Finance Department. An incumbent in this position, although working within established guidelines, is expected to independently handle the daily business of one or more areas of Finance Department activity. With minimal supervision, the incumbent processes payments and keeps fiscal records. The incumbent must organize and prioritize work to meet deadlines and operational needs and must use judgment, discretion, diplomacy and resourcefulness in solving problems with vendors, contractors, the general public and City staff, especially those problems relating to monetary discrepancies or delinquencies. The Accounting Specialist is trusted to maintain confidential information.

### **SUPERVISION RECEIVED AND EXERCISED**

The Accounting Specialist reports to the Finance Director. There are no direct reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following:)*

- Prepare and process accounts payable
- Prepare and process payroll
- Maintain and reconcile financial databases
- Administer recordkeeping for benefits, compensation and quarterly reports
- Oversee annual business license renewal
- Administer petty cash
- Provide employee benefit orientations
- Prepare spreadsheets for audits
- Provide technical direction to customer service staff when dealing with financial and accounting matters
- Communicate with employees and outside agencies

### **REQUIREMENTS**

#### **Knowledge of**

- Knowledge of payroll methods, techniques, and quality standards
- Knowledge of accounts payable process and quality standards
- Knowledge of computerized information systems typically used in payroll and accounts payable
- Knowledge of standard office practices and procedures, including records management and the operations of standard office equipment
- Knowledge of applicable federal, state, and local laws, codes, rules, and regulations, pertaining to payroll and benefits administration

- General knowledge of organizational policies and procedures as they relate to finance
- Knowledge of practices and techniques of administrative and financial record keeping and report preparation
- Knowledge of principles and practices of reconciling a variety of financial and accounting documents and records
- Basic knowledge of customer service techniques
- Basic knowledge of accounting methods to accurately review and analyze data

### **Skill and Ability to**

- Ability to develop and maintain recordkeeping systems and procedures
- Ability to gather data, compile information, and prepare reports
- Ability to learn and utilize new technology
- Ability to communicate effectively with co-workers and customers
- Ability to understand and apply policies and procedures, and to adhere to program standards and objectives
- Ability to organize own work, setting priorities and meeting critical deadlines
- Ability to make procedural decisions and judgments
- Skill in making accurate calculations, data entry and records maintenance
- Ability to organize and present detailed information clearly and concisely
- Skill in the use of Microsoft Office suite; competence with databases and spreadsheets
- Skill in database management and generating routine reports

### **EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to payroll and benefits administration and accounts payable to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Possession of an Associate's Degree in Accounting or related field, and at least three (3) years of progressively responsible experience in financial and statistical recordkeeping work, including experience with payroll and benefits administration activities. Experience performing fiscal recordkeeping or accounting work in a government finance environment is highly desirable.

### **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities.
- The employee will occasionally be required to climb or balance or crawl.
- While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.

- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

*OTHER*

*FLSA Status:*                    *Non-exempt*  
*Bargaining Unit:*            *Larkspur Miscellaneous Employees Association*  
*Approved by:*                *City Manager Dan Schwarz*  
*Date:*                            *November 7, 2012*