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<b>POSITION TITLE:</b>	Accounting Specialist I
<b>DEPARTMENT:</b>	Finance
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY GRADE:</b>	D
<b>REPRESENTATION:</b>	None

**GENERAL POSITION SUMMARY:**

The Accounting Specialist I is responsible for a wide range of duties that support the work of the Finance Department, including accounts payable, accounts receivable, franchise and right-of-way fee payments, and other general support as directed by the Finance Director.

**ESSENTIAL JOB FUNCTIONS:**

- Manage the accounts payable and account receivable processes, including creating and maintaining all vendor payment and receivable accounts; Review, enter, and pay vendors and bill customers; Review and enter receipts; Manage all on-line vendor accounts.
- Provides clerical and administrative support to the Finance Director, including review of general ledger journal entries; Record all deposits in a timely manner, including property tax and state shared revenues.
- Assist Finance Director in all aspect of the annual audit.
- Provide support to the Utility Specialist for daily utility billing functions, including cash receipting and payment arrangements for utility billing, as well as general questions and request for the City.
- Provide support to the Court Clerk for daily Municipal Court functions, including citation uploads, accepting pleas and payments, generating license suspensions and reinstatements, and other duties as required.
- Manage the City's purchasing card program and all employee accounts; ensure access is granted and terminated in a timely manner for applicable employees.
- Process electronic payments for utility billing; Reconcile cash drawer and prepare daily deposits for Finance Director.
- Monitor bank accounts to ensure funds available meet the required thresholds for outstanding obligations; Manage ACH uploads for accounts payable and receivable.
- Receipt and monitor timely payments of franchise fees, right-of-way fees, and local fuel tax payments; follow up with businesses on delinquent payments.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, the public, and other agency staff.

**JOB SPECIFICATIONS:**

High school diploma or GED equivalent required. Minimum two (2) years of accounting experience, including general bookkeeping and payroll processing. Any equivalent combination

of experience and training which demonstrates the ability to perform the essential functions of the position may be considered.

**Necessary Knowledge, Skills and Abilities:**

- Excellent customer service skills and ability to effectively communicate on a one-on-one basis with public.
- Must be able to professionally handle angry and disgruntled customers.
- Considerable knowledge of general office procedure; working knowledge of legal language, statutes, ordinances, laws, and legal procedures,
- Ability to prioritize workload efficiently and effectively.
- Knowledge of office software, including word processing and spreadsheets.
- Experience with all aspects of Tyler Technologies Incode software preferred.
- Bilingual preferred.

**Special Requirements/Licenses:**

- Must be able to obtain and maintain Criminal Justice Information Systems (CJIS) security clearance.
- Possession of/ability to obtain Law Enforcement Data System (LEDS) certification.

**SUPERVISION RECEIVED:**

Works under the direction of the Finance Director.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. May provide occasional supervision to department staff in the absence of the Finance Director.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit/stand and talk/listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required; includes close vision and ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

**WORK ENVIRONMENT:**

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.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

*This description covers the most significant essential & auxiliary duties performed but does not include occasional work which may be similar, related, or logical assignment to the position.*

**Tyler Deems**  
*Deputy City Manager*

Adopted: 07/22/2022

*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.*

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**Employee**

**Date**