

Clarksville, TN

Class Title: Accounting Support Specialist

Bargaining Unit: N/A

Class Code: ACSS

Salary: \$16.81 - \$22.70 Hourly
\$34,968.00 - \$47,207.00 Annually

CLASS SUMMARY:

This is the third of three levels in the Accounting Support series. Incumbents perform accounting support duties requiring in-depth knowledge of organizational policies and procedures and accounting systems. Responsibilities may include reconciling general ledger and subledger accounts; preparing, reviewing and correcting accounting reports; posting debits and credits to the correct accounts; monitoring assigned budgets; ensuring policies and procedures are adhered to; and performing the duties of lower levels.

Example of Duties:

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Processes and documents transactions such as accounts payable and receivable; tracks budget accounts and expenses; reconciles general ledger and subledger accounts; reconciles accounts and researches discrepancies; posts debits and credits to accounts; and performs related duties.
2. Monitors assigned budgets which includes preparing cost estimates for budget recommendations, monitoring expenditures, and maintaining records.
3. Receives, processes, and/or prepares a variety of receipts, invoices, statements, payments, transactions, budget changes, and/or other related information; maintains files and records.
4. Prepares, reviews, and collects financial statements and/or statistical, accounting, or operational reports, and spreadsheets.
5. May review the work of lower level staff; ensures compliance with policies and procedures.
6. Performs other duties of a similar nature or level.

Typical Qualifications:

TRAINING AND EXPERIENCE (positions in this class typically require): High School Diploma or equivalent (G.E.D.) and five years accounting support experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Supplemental Information:

LICENSING REQUIREMENTS (position in this class typically require):

Licensing Requirements:

- None.

KNOWLEDGE (position requirements at entry):
Knowledge of:

- Accounting principles and practices;
- Accounts payable/receivable and general ledger reporting techniques;
- Data entry techniques;
- Mathematical concepts;
- Automated accounting software packages;
- Recordkeeping principles;
- Budgeting principles;
- Computers and related software applications;
- Applicable Federal, State, and/or local laws, rules, and regulations.

SKILLS (position requirements at entry):
Skill in:

- Balancing accounts;
- Reconciling financial records and information;
- Monitoring budgets;
- Tabulating, recording, and balancing transactions;
- Performing mathematical calculations;
- Researching and resolving account discrepancies;
- Using a computer and applicable software applications;
- Applying applicable Federal, State, and/or local laws, rules, and regulations;
- Communication, interpersonal skills as applied to interaction with subordinates, co-workers, 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, fingering, grasping, feeling, 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.

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.