

# ***Accounting Specialist-Accounts Payable***

**Position: Full time, hourly**

**Location: Titusville**

**Salary Range: \$16.00 - \$20.50/hour**

**Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.**

## **SUMMARY DESCRIPTION:**

This is clerical-accounting work involved in the preparation, maintenance, examination, analysis and verification of accounting and financial records.

## **EXAMPLES OF WORK PERFORMED:**

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Maintains complex record systems involving varied transactions or relatively simple records involving a large number of transactions.

Maintains records and books of accounts in accordance with established procedures.

Prepares routine and special accounting statements or analyses of accounting data.

Compiles payrolls and maintains payroll files.

Conducts routine pre-auditing by examining, analyzing and verifying invoices, bills and vouchers of a relatively simple nature.

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

(Notes: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

Knowledge of basic arithmetic.

Knowledge of office procedures and practices.

Knowledge of basic filing practices.

Ability to maintain fiscal records.

Ability to post, balance and reconcile fiscal records.

Ability to perform basic arithmetical calculations.

Ability to organize and file materials.

Ability to review fiscal data for accuracy and completeness.

Ability to compile fiscal data.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with others

Ability to understand and apply applicable rules, regulations, policies and procedures relating to an accounting program.

### **MINIMUM QUALIFICATIONS:**

A high school diploma or its equivalent and one year of bookkeeping or clerical-accounting experience. College education can substitute at the rate of 30 semester or 45 quarter hours for each year of the required experience provided such education includes two courses in bookkeeping or accounting.

Vocational/technical training in bookkeeping or accounting can substitute at the rate of 720 classroom hours for each year of the required experience.