

# Water Authority Position Description

## ACCOUNTING SPECIALIST

Status	Position Code	Level	Date
APPROVED	ACAS	A05	Aug 2013

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM A VARIETY OF ROUTINE BASIC BOOKKEEPING AND ACCOUNTING DUTIES TO INCLUDE RECONCILING OF VARIOUS DATA, ACCOUNTS PAYABLE OR RECEIVABLE, FINANCIAL RECORD KEEPING, PROCESSING PAYMENTS, AND COURTEOUSLY RESPONDING TO CUSTOMER INQUIRIES.

### MIN EDUCATION & EXPERIENCE REQ

RELATED EDUCATION AND EXPERIENCE MAY BE INTERCHANGEABLE ON A YEAR FOR YEAR BASIS.

HIGH SCHOOL DIPLOMA OR GED SUPPLEMENTED BY SIX (6) CREDIT HOURS OF COLLEGE-LEVEL COURSEWORK IN ACCOUNTING OR A RELATED FIELD, PLUS THREE (3) YEARS BASIC BOOKKEEPING OR ACCOUNTING EXPERIENCE. THE SIX (6) CREDIT HOURS OF COLLEGE-LEVEL COURSEWORK ARE NOT INTERCHANGEABLE.

### ADDITIONAL REQUIREMENTS

BILINGUAL SKILLS ARE DESIRABLE SOME POSITIONS MAY REQUIRE CRIMINAL BACKGROUND CHECK POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL ADMINISTRATIVE STAFF.

### ESSENTIAL FUNCTIONS

1. RECEIVE, EVALUATE AND PROCESS PAYMENT INFORMATION IN COMPUTER SYSTEM. VERIFY DOLLAR AMOUNTS, ACCOUNT NAMES AND ADDRESSES, TAX EXEMPT STATUS AND OTHER INFORMATION.
2. ANSWER QUESTIONS AND RESPOND TO COMPLAINTS WITHIN ESTABLISHED PROCEDURES.
3. COORDINATE ACTIVITIES WITH VARIOUS DIVISIONS, STAFF AND EXTERNAL CLIENTS.
4. RECONCILE MONTHLY REPORTS, LEDGERS AND VARIOUS DATA.
5. PERFORM A VARIETY OF DUTIES UTILIZING SPREADSHEETS, WORD PROCESSING AND MAXIMO. PREPARE REPORTS, MAINTAIN FILES AND RETAIN RECORDS.
6. ASSIST IN POSTING DATA TO VARIOUS LEDGERS, REGISTERS, JOURNALS, AND LOGS USING ESTABLISHED ACCOUNTING TECHNIQUES AND PROCEDURES.
7. MAINTAIN AND COMPUTE ADJUSTMENTS FOR ASSIGNED ACCOUNTS.

#### **SUPPLEMENTAL FUNCTIONS**

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

BASIC MATHEMATICAL PRINCIPLES  
CUSTOMER RELATIONS TECHNIQUES  
OPERATIONS, SERVICES AND ACTIVITIES OF A CUSTOMER SERVICE PROGRAM  
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND POSTING  
MODERN OFFICE PRACTICES, PROCEDURES AND EQUIPMENT INCLUDING A COMPUTER  
ALPHABETICAL AND NUMERICAL FILING SYSTEMS  
BOOKKEEPING AND ACCOUNTING PRINCIPLES AND TECHNIQUES  
GENERAL PROCEDURES RELATED TO ACCOUNTS PAYABLE AND RECEIVABLE

#### **PREFERRED SKILL/ABILITY**

DEAL TACTFULLY AND COURTEOUSLY WITH THE PUBLIC IN HANDLING COMPLAINTS  
OPERATE A VARIETY OF OFFICE EQUIPMENT  
PERFORM VARIED CLERICAL WORK  
LEARN TO POST AMOUNTS TO VARIOUS LEDGERS AND PREPARE JOURNAL ENTRIES  
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS  
ACCURATELY TABULATE, RECORD, AND BALANCE ASSIGNED TRANSACTIONS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

#### **WORKING CONDITIONS**

OFFICE ENVIRONMENT, EXPOSURE TO COMPUTER SCREENS

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF TIME; EXTENSIVE USE OF COMPUTER KEYBOARD. MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.