

LANCASTER COUNTY ACCOUNTING SPECIALIST

NATURE OF WORK

This is complex accounting and fiscal work preparing, documenting, reconciling and maintaining departmental budgetary and trust accounts.

Work involves coordinating, revising and monitoring the departmental budget, maintaining revenue and expense account documentation and records; and reconciling cash, receipts and bank statements with account balances. Work also involves auditing vouchers, correspondence and civil process billing for accuracy and completeness; generating and reconciling financial reports; and receipting and forecasting varied departmental revenues. Supervision may be exercised over subordinate clerical or accounting staff. General supervision is received from an administrative superior with work reviewed in the form of reports, conferences and overall accuracy.

EXAMPLES OF WORK PERFORMED

Develop, monitor and reconcile budgetary revenue and expense accounts; maintain revenue and expense account documentation and records; receipt and forecast departmental contract, grant and revenue fund accounts; generate periodic budgetary reports and reconcile with expense accounts; prepare and coordinate annual budget correspondence and reports.

Maintain attorney trust accounts by reconciling receipts and account balances with statements, check registration and computer/written ledger systems; process expense vouchers; open and close accounts; compose and process necessary correspondence to ensure procedural compliance and account accuracy; maintain all account documentation.

Audit vouchers, correspondence and civil process billing for accuracy and completeness; follow-up with appropriate personnel to correct deficiencies or errors; provide computer hardware/software support and assistance to co-workers regarding accounting and budgetary issues; complete special projects as assigned by supervisor or requested by County Sheriff.

Audit, post and approve payment vouchers to the financial system; inform the County Board if a request for payment does not meet County standards; communicate with Information Service to generate checks and direct deposit for accounts payable.

May plan, assign and supervise the work of subordinate clerical or accounting staff; assist co-workers in departmental functions when needed; perform general clerical and reception tasks including data entry, photocopying, sorting and filing records and communicating with field personnel via two-way or portable radio equipment; receive and assist the public providing civil process and departmental information as necessary.

Supervise accounting or clerical staff; train personnel in procedures used; organize, monitor and evaluate work or subordinate staff.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and practices including their application to governmental and budgetary accounting.

Considerable knowledge of modern office practices, procedures and equipment.

Knowledge of the County Purchasing Act.

Knowledge of automated financial systems and their application to public accounting.

Ability to plan, assign and supervise the work of subordinate employees.

Ability to apply advanced accounting principles to the maintenance of computerized and written fiscal and accounting records.

Ability to make complex and varied mathematical computations with speed and accuracy.

Ability to efficiently prioritize and complete assigned work to meet designated time deadlines.

Ability to establish and maintain effective working relationships with legal and law enforcement representatives, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the operation of computer hardware and software applications, radio dispatch equipment and common office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by coursework in accounting, finance, business or public administration or related field and four years of experience organizing and maintaining budgetary and trust accounts or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.