

ACCOUNTING SPECIALIST I FACILITIES MANAGEMENT
--

MAJOR FUNCTION

Professional accounting work involving the maintenance and review of financial records for maintenance and construction projects within the Facilities Management Department.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Works directly under the Accounting Supervisor to ensure all departmental accounting goals are met in a timely and consistent manner.
- Develops and maintains computerized internal fiscal tracking system.
- Processes all invoices for accounts payable; maintains an accounts payable ledger of all accounts in computer, or assists Accounting Specialist in doing so.
- Develops and maintains detailed computerized tracking system for all construction projects
- Works with the Capital Construction Manager and Accounting Supervisor to ensure all project draw requests, change orders, etc. are correct and processed in a timely manner.
- Prepares requisitions for all construction project-related purchases.
- Balances and reconciles accounts payable, accounts receivable and personnel costs, ensuring that information is consistent and accurate between financial systems.
- Researches and resolves all receivable and payable problems.
- Prepares / reviews various financial reports and records.
- Assists with monitoring of the budget and processing budget amendment requests.
- Utilizing different computer programs, will perform word processing and extensive data entry.
- Prepares, researches, maintains, and monitors up to date technical information as required.
- Takes phone calls and answers any questions from departments or vendors in regards to invoice payments.
- Processes requisitions and other purchasing tasks according to established procedures.

ACCOUNTING SPECIALIST I FACILITIES MANAGEMENT
--

- Maintains a pleasant cooperative attitude with co-workers. Maintains a professional appearance and grooming and dresses consistent with department image.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs additional assignments as directed.

CUSTOMER SERVICE

This is a front line position for providing excellent customer service. Personal contact with other employees of the unit, other departments within the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Associates Degree in Accounting or related field and five years progressively knowledgeable and skilled accounting experience demonstrating broad knowledge and practical experience with personal computers, standard application packages, modern office technologies, and customer service; or an equivalent combination of education and experience.

Licenses.

Possession of a valid Florida driver license.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

ACCOUNTING SPECIALIST I FACILITIES MANAGEMENT
--

- Ability to speak effectively with customers or employees of organization.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, and percent and ability to draw bar graphs.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Can explain records, procedures to others as lead worker.
- Studies manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to maintain records, logs, and computer programs relating to all accounts payable and accounts receivable information.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Strong working knowledge of computers and other office equipment.
- Strong organizational skills and ability to prioritize to meet established deadlines.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

**ACCOUNTING SPECIALIST I
FACILITIES MANAGEMENT**

individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms and lift up to twenty-five pounds; will regularly be required to stand, walk and sit; and will frequently be required to talk and hear. Special vision requirements are close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

Established: 06/05

Pay Grade: 9

Job Description Number: 6001

Category: 6

Status: NE

Revised: