



City of Tempe

ACCOUNTING SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	531	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$20.854808
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$28.153846
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Financial Services Technician II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Receives general supervision from higher level accounting staff, or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of accounting experience in an area appropriate to the assignment of accounts payable or cash management, or directly related to the core functions of this position.
<i>Education:</i>	Equivalent to an Associate’s degree with preference towards major coursework in bookkeeping, accounting or business; or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS
 Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform complex paraprofessional accounting work of a highly skilled nature in the accounts payable or cash management areas within accounting.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Physically present to perform the duties of the position.

When assigned to Accounts Payable:

- Monitor and resolve difficult accounts, liaison to departments, create/update procedures and perform system testing as needed.
- Administer payments to vendors using the City's financial system to ensure timely and accurate payments; verify payment information submitted by departments; reconcile vendor statements; monitor purchases for compliance with laws and City policies.
- Assist vendors and departments with questions relating to invoices, cash deposits, and other associated items; research and resolve payment and cash deposit discrepancies; communicate effectively, verbally and in writing; perform mathematical calculations.
- Process the weekly check run; review AP invoice batches and Petty Cash reimbursements.
- Prepare annual IRS required Form-1099 reporting, vendor maintenance, and follow-up.
- Review and approve new and revised vendor accounts, including W-9 and withholding information, in accordance with IRS regulations.
- Assist Cash Management position by processing credit card chargebacks and NSF notifications and sending communication to designated Department representatives.
- Evaluate and input various General Ledger entries including corrections, allocations and payments; execute assorted month-end duties.
- Analyze returned checks and other unclaimed property; redirect mailings and/or void and reissue checks to get property to the rightful owner; complete annual Escheat to State reporting for Arizona and all other states involved.
- Perform related duties as assigned.

When assigned to Cash Management:

- Assist vendors and departments with questions relating to invoices, cash deposits, and other associated items; research and resolve payment and cash deposit discrepancies; determine root causes of misaligned transaction activity or differences between external processing networks and the City's internal system reports; communicate effectively verbally and in writing; perform mathematical calculations.
- Reconcile the City's Concentration Bank Account with financial system information, account for deposit tickets, direct deposits (credit cards from merchant locations throughout the City, lockbox, CheckFree and SurePay); process credit card chargebacks and NSF notifications by

sending communication to designated Department representatives; coordinate with City staff, Business Analysts and bank representatives as needed to resolve reconciling differences.

- Obtain daily transaction detail reports from the bank websites and classify the transactions based on specific reconciling criteria.
- Provide feedback and guidance to City personnel regarding cash and credit card transactions and respond to department inquiries.
- Work with the Information Technology Division, and/or outside agencies, when new systems or upgrades are implemented and assist with integration into the City's existing platforms.
- Prepare and record journal entries, including corrections, adjustments, and month-end related transactions.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computer, calculators, and copy machine;
- Extensive reading and close vision work;
- May require working extended hours;
- Periodic lifting of boxes containing cash related documentation, typically not to exceed 30 lbs. (Cash Management assignment).

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective April 2015