



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTING SPECIALIST
(ADMINISTRATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing complex accounting support work and assists in developing and implementing procedures to improve methods of accounting within the department. Reports to the -Accountant II.

ESSENTIAL JOB FUNCTIONS

Reviews detailed accounting transactions; performs data retrievals, inquiries, analysis and reconciliations from a variety of data sources; ensures that revenues generated from departmental activities and programs are recorded accurately and in a timely manner; researches discrepancies and takes proper steps to resolve matters; assist the public, vendors, and City personnel in person, via telephone, by mail, or electronically with their inquiries regarding City policies, procedures, ordinances or with the accuracy of accounts and records.

Performs database management and budget monitoring; tracks expenditures and revenues for programs; reports fund depletions, tracks associated revenue and verifies financial statements and reports for completeness, accuracy and validity. Processes checks, financial notices, form letters, and accounting documents and ensures proper and accurate backup information accompanies related files and records.

Monitors and analyzes monthly revenue and expense accounts; resolves discrepancies and recommends corrective actions; validates invoices and charges to ensure accuracy; receives and/or assists with automated batching or batch control process and systems, vouchers, and balancing other related payment accounting functions.

Reconciles monthly Purchasing Card activities; reviews utility invoices, memberships, licenses, subscription renewals and other accounts for accuracy and compliance with City policy and departmental procedures.

Maintains, balances, and updates general ledger, grant accounts, and asset forfeiture accounts of daily transactions, electronic payments, deposits, distributions, and transfers between accounts; generates spreadsheets and computer reports.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting - Knowledge of general accounting principles, financial computations, statistical analysis and forecasting techniques. Knowledge of basic budgeting principles and practices.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.

REQUIRED SKILLS

- Interpersonal Relationships- Develops and maintains cooperative and professional relationships with employees and the public. Effectively responds to and resolves inquiries and disputes.
- Judgment/Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Ability to communicate ideas and proposals verbally and in writing effectively so others will understand, to include the preparation of detailed reports which include numerical information and statistics. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner. Ability to listen and understand information and ideas being presented verbally and in writing.
- Financial Management - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Accounting, Business Management or a related field and 3-5 years of responsible accounting support work or closely related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender check.

A valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.