



## **ACCOUNTING SPECIALIST 2**

### **Annual Salary Range: \$60,595 to \$75,411**

#### **Summary**

Under the general supervision of the Administrative Manager, performs a variety of accounting and fiscal clerical duties with an emphasis on payroll, fixed assets and month end and annual reports. At times may perform customer service-related duties by answering phones, responding to personal inquiries, and other administrative requests.

#### **Essential Duties and Responsibilities**

- Supports the Administrative Manager in achieving the departmental and District's mission, plans, objectives, and values.
- Reviews, analyzes, and audits timecard entry and accrual adjustments.
- Responsible for the preparation and processing of biweekly payroll, including tracking and deducting all garnishments and other special payroll deductions.
- Organizes, researches, and maintains confidential employee payroll records and files according to legal requirements and District retention policies. Provides information and/or management reports to staff.
- Process, report, and pay all per pay period, quarterly and yearly taxes.
- Performs all payroll related calendar year-end processing duties including preparation and distribution of W-2's including vendor 1099 information.
- Maintain Fixed Asset and associated amortization schedules.
- Responsible for overseeing the Petty Cash account.
- Assists in month end close.
- Posting of Accounts Receivable payments.
- Prepares and posts General Journal entries.
- Responsible for reconciling General Ledger Accounts.
- Maintains files and documentation in accordance with company policy and accepted accounting practices.
- Completes annual Form 7 and Form 12 reports to USDA/RUS.
- Enter and maintain fixed asset inventories and databases.
- Assists in financial management and analysis, as requested.
- Performs other accounting functions as assigned.
- Assist customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.
- Answers incoming telephone calls and responds to routine questions as required.
- Performs other duties as required.

#### **Qualification Requirements**

##### **Knowledge of:**

- Double entry accounting procedures.
- Reconciling accounts.
- Accounting software and its uses.
- MS Word, Excel and 10 key by touch.
- Payroll rules and regulations.

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### Ability to:

- Independently manage multiple projects and prioritize tasks.
- Read and write effectively.
- Skills to handle the occasional administrative needs of the department.
- Keep information confidential.
- Handle large amounts of data entry.
- Communicate effectively,
- Perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

### **Education and Experience**

Education: High School diploma.  
Completion of USDA RUS Books of Account & Accounting for Cash course within 12 months of hire.  
Some college level accounting courses are preferred.

Experience: A minimum of two (2) years accounting experience is required reconciling accounts, processing data entry, and working within an accounting software system.  
A minimum of one (1) year experience in payroll and data entry is preferred.

Or any combination equivalent to experience and education that could likely provide the desired knowledge and abilities.

### **Certificates, Licenses, Registrations**

Must have a valid Class C or higher driver's license, and a clean DMV report.

### **Physical Demands**

- Sufficient finger/hand coordination and dexterity to operate office equipment.
- Regularly uses a telephone for communication.
- Must be able to lift 25 pounds.
- Use of office equipment such as computers, copiers, and facsimile machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Work Environment**

- Inside environmental conditions.
- Inside lighting.
- Noise of an open floor plan.

*This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.*