

ARK-TEX COUNCIL OF GOVERNMENTS JOB DESCRIPTION

Job Title Accounting Specialist		Job Classification 08
Division/Department Executive/Finance	Reports To Finance Director	
FLSA: Exempt _____ Non Exempt <input checked="" type="checkbox"/>	Date Issued 05/09/19	Date Revised _____

SCOPE OF RESPONSIBILITIES

Responsible for accounting work in the areas of accounts payable, accounts receivable, purchasing, and payroll. Performs varied tasks and applies accepted procedures to the preparation and maintenance of finance department records.

ESSENTIAL JOB FUNCTIONS

1. Processes and maintains payroll timesheets, compensatory time, and associated records, including FICA, federal income tax withholding, unemployment insurance, workers' compensation, and payroll deductions. Prepares associated reports, including retirement, for all entities
2. Ensures proper insurance coverage is in place and assists in filing and tracking of all claims and occurrences. Assigns to appropriate Accounting Specialist
3. Provides back up to Accounting Assistant in all duties
4. Prepares monthly bank reconciliations for all ATCOG accounts
5. Maintains fixed assets list and does a physical inventory of assets every other year
6. Relieves on switchboard on a weekly rotating schedule as assigned
7. Ensures that the procurement that involves purchase of goods and services, including preparation for bid specifications, requests for proposals, purchase orders, and contracts follows ATCOG Procurement Policy
8. Coordinates and assists external auditors during the yearly audit and assists state and federal agency personnel during financial monitoring visits
9. Accounts payable, bank reconciliations, and other accounting duties for non-agency entities
10. Travel as necessary to perform job functions.

NON-ESSENTIAL JOB FUNCTIONS

1. Performs similar or slightly more responsible duties as assigned.

POSITION SPECIFICATIONS

EDUCATION/TRAINING

Bachelor's Degree in Accounting or Finance or High School diploma or GED equivalent, and five years experience in payroll, accounting and/or bookkeeping. Payroll experience is required. Fiscal office and fund accounting experience preferred.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of basic accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems; payroll processing, payables preparation and reporting. **Skills** to work quickly and accurately with numbers; prepare and maintain financial records and reports systematically and accurately. **Ability** to interpret and apply accounting theory to difficult or complex transactions; establish and maintain effective working relationships with other regional council employees, external auditors and the general public. **Ability** to sit for extended periods of time at a computer while performing data entry. **Ability** to see, hear, reach, stoop, bend, and lift and carry up to 30 pounds are required. Must be able to perform the essential functions of this position with or without reasonable accommodation.

Additional Requirement: must possess a valid motor vehicle operator's license subject to an approved motor vehicle report and reliable transportation with valid proof of insurance for travel within the ATCOG region.