



ACCOUNTING SPECIALIST JOB DESCRIPTION

Job Title: Accounting Specialist (T)	
Dept./Division: Public Health & Social Services	Job Class Code: 1481
Pay Grade: 118	PCN: 1481003
FLSA: Non-Exempt	Effective Date: November 2025
Representation Status: Teamsters Combined	Revision Date: November 2025
Reports To: Business and Office Manager	

NATURE OF WORK

Under general supervision, this position performs specialized technical accounting work to ensure accurate financial recording and reporting, including accounts payable, accounts receivable, payroll, and revenue processing. Reviews and verifies documentation for completeness and compliance, reconciles ledgers and accounts, researches and resolves discrepancies, and maintains accurate financial records in accordance with policies, procedures, and grant requirements.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Reviews vendor invoices and payment requests for accuracy, completeness, and compliance with County policy and contract terms.
- Supports grant and contract accounting by tracking expenditures, monitoring allowable cost categories, and compiling reimbursement requests.
- Assists program managers with budget tracking, expenditure coding, reporting needs, and grant-related documentation.
- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank reconciliations, claims and payroll.
- Researches and resolves accounting issues; coordinates technical and financial information with customers and external agencies; interprets and explains County policies, procedures, rules and regulations.
- Maintains internal control standards and follows County audit procedures related to financial transactions, safeguarding of assets, and documentation requirements.
- Provides customer service to departmental staff, vendors, and the public regarding billing, payments, and account inquiries.
- Assists with vendor setup, W-9 collection, and verification for compliance with federal reporting requirements.
- Supports preparation for audits by compiling documentation and completing reconciliations.

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- Participates in process improvement efforts to streamline accounting workflows and increase accuracy.
- Engages in ongoing training to maintain current knowledge of accounting standards, software systems, and county procedures.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Maintains additional accounting and technical transaction databases as needed; may process cash receipts, daily cash reports, and bank deposits.
- Completes journal entries and reconciles accounts; reviews, investigates, and corrects errors.
- Participates in cross-training and as needed, assists in orienting colleagues to accounting procedures within assigned areas.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment with extensive computer use and frequent interaction with staff and vendors. The position requires the ability to sit for long periods, perform repetitive motions, and occasionally lift up to 30 pounds.

QUALIFICATIONS:**REQUIRED:**

Associate's degree in accounting, business administration, or a closely related field; AND two (2) year's accounts payable, receivable, payroll or claims accounting experience. Equivalent education, training, or experience may substitute for the degree requirement.

A valid driver's license is required.

PREFERRED:

- Experience working in a government agency; preferably county government.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):**Knowledge of:**

- Governmental accounting principles, including GAAP and BARS.
- RCWs, WACs, SAO requirements, and other regulations affecting County financial operations.
- County financial policies, procedures, and contract/grant compliance requirements.
- General ledger reconciliation, internal controls, and standard accounting processes.
- ERP systems (e.g., Munis), electronic document management systems, and common business software (Excel, Word, Outlook).

Skills in:

- Accurate preparation, review, and reconciliation of financial documents.
- Monitoring transactions for regulatory, contract, and policy compliance.
- Efficient use of ERP systems, electronic records systems, and standard office software.

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- Effective communication and customer service with staff, departments, vendors, and the public.
- Strong time management, organization, problem-solving, and ability to work independently with minimal supervision.

Ability to:

- Learn, understand, and consistently apply County policies, procedures, and financial requirements.
- Interpret and apply state and federal regulations related to assigned financial tasks.
- Maintain confidentiality of financial and sensitive information.
- Adapt to changes in policies, systems, and work processes.
- Analyze financial data and produce clear, accurate reports.
- Work effectively and maintain accuracy in a fast-paced environment with competing priorities.

Behaviors:

- Regular, reliable attendance.
- Demonstrated integrity, professionalism, and accountability.
- Strong commitment to accuracy, thoroughness, and high-quality work.
- Positive, solution-focused approach to workload and challenges.
- Commitment to continuous improvement and learning.
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As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date