

ACCOUNTING SPECIALIST - DHS

General Definition of Work:

Performs difficult skilled technical and professional work supervising, participating in, planning and coordinating operations of administrative and financial activities in the human services department. Work is performed under general supervision of the Business Manager.

Essential Functions/Typical Tasks:

Preparing of and managing the department budget with input from program managers and department head review; monitoring and tracking the department's revenue and expenditures; overseeing and participating in the accurate processing of, maintaining and auditing various departmental financial reports and records; maintaining confidentiality; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Compiles and submits reimbursement reports (i.e. DSS-1571) for reimbursement of monies spent in federal and state directed programs.
- Maintains a variety of departmental budgetary and financial reports including federal, state and county financial reports.
- Monitors and reconciles state budget reports to maximize financial resources.
- Monitors grant funding including reports and tracking once funds received.
- Works with County and State finance personnel concerning budget issues.
- Reports revenue and spending variations to Business Manager and management team to allow for prompt action and resolution.
- Keys budget requests into Munis for all division.
- Responsible for processing data in the state budget template for budgeting projections.
- Responds to inquiries and complaints providing information and assistance.
- Attends meetings and as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of departmental objectives, programs and procedures. Knowledge of the theory, principles, methods and practices of accounting and of laws, ordinances and regulations governing social services financial matters and programs; of public administration principles, practices and procedures. General knowledge of standard office practices, procedures and equipment. Ability to plan, organize and direct the work of others; to use discretion and judgment to make decisions; to handle multiple areas of responsibility simultaneously; to plan and direct department level fiscal and business services; to prepare, analyze and evaluate financial systems; to use word processing and spreadsheet software; to express ideas clearly and accurately orally and in writing; to collect, summarize and present detailed information; to maintain detailed records; and to establish and maintain effective working relationships with officials, subordinates, other employees and general public.

Education and Experience:

Requires graduation from an accredited college or university with major course work in public or business administration, accounting, finance or a related field and considerable experience in personnel, budgeting, or administrative management. An equivalent combination of education and experience may be accepted.

Physical Requirements:

Sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects; work requires reaching and fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of office machines, determining accuracy, neatness, and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None