



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Accounting Specialist

**FLSA:** Non-Exempt

**DEPARTMENT:** County Clerk

**REVISED:**

**Summary:** Under direct supervision, is responsible for carrying out accounting functions in an assigned area including payroll, accounts receivable, accounts payable, fixed assets, general ledger, bank reconciliation and funds disbursement.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs various accounting activities in assigned area/department in accordance with County policies and procedures as well as accounting standards and regulations.
- Classifies and records receipts, deposits, time records, and/or employee information; performs general data input; performs input on behalf of unauthorized departments; verifies accuracy of data input conducted by authorized departments.
- Drafts appropriate journal entries to the general ledger.
- Reconciles bank statements.
- Calculates, prepares and issues invoices; codes, and posts cash receipts/payments; processes bank transfers; generates and issues monthly/annual statements.
- Conducts analysis of data, entries, transactions and accounts.
- Prepares and generates reports and documentation specific to area of assignment; maintains relevant records and files.
- Briefs and explains relevant policies and procedures to Elected Officials, Department Managers and County Employees.
- Review and monitors/audits invoices, contracts and/or grants for accuracy and legal compliance.
- Provides assistance to other departments or personnel as required.
- Performs other duties as assigned or required.



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## JOB DESCRIPTION

### **Knowledge and Skills:**

- Knowledge of accounting regulations, standards and practices.
- Knowledge of accounting theory and mathematical principles and their application to accounting transactions.
- Knowledge of governmental accounting rules.
- Knowledge of financial records and systems.
  
- Skill in coordinating and conducting accounting activities in area of specialization.
- Skill in conducting accurate data input and data analysis.
- Skill in classifying, recording, calculating, balancing and reconciling data and information.
- Skill in preparing and generating reports and documentation.
- Skill in providing information to relevant parties regarding policies and procedures.

### **Minimum Qualifications:**

Associate's Degree in Accounting which includes the completion of intermediate accounting courses or Associate's Degree in Business, Finance, Banking, Bookkeeping or Office Occupations which include completion of elementary accounting courses and three (3) year's accounting experience; or an equivalent combination of education, training and experience.