



JOB DESCRIPTION

<u>POSITION:</u>	ACCOUNTING SPECIALIST I
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Non-Exempt Staff Position
<u>WORK WEEK:</u>	Monday - Thursday, 6:30 a.m. – 5:00 p.m.
<u>SUPERVISOR:</u>	Controller/Auditing Officer
<u>RATE OF PAY:</u>	Range 17 (\$4,186 - \$6,802 per month)

PURPOSE: This position is responsible for all Miscellaneous Accounts Receivable and other non-utility related billings. This position will also balance accounts payable data for monthly budget preparation and assist accounting departmental activities to ensure accurate, reliable and timely accounting information and procedures to facilitate accomplishment of the District's mission.

ESSENTIAL JOB FUNCTIONS:

- Process, balance, and distribute all District miscellaneous accounts receivable.
- Process and reconcile accounts payable data for entry into the budget spreadsheet by deadline.
- Prepare per diem and mileage reports monthly for entry into payroll.
- Prepare public records requests for law enforcement agencies related to invoices for damage claims incurred by the district as needed.
- Assist accountants by keying general ledger journal entries monthly.
- Perform special projects involving research, organization of data, inputting data and balancing.
- Apply FERC accounting system to job functions as required.
- Assist and back up Accounts Payable Accounting Specialist position and assist other Accounting Department positions as necessary.
- Participate in and support the activities of the Accounting Department Team.

ADDITIONAL JOB FUNCTIONS:

- Help with departmental filing.
- Other duties as assigned.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Must have the ability to understand and follow verbal and written instructions.
- Must have basic skills for operation of a computer workstation and application.
- Should have the ability to type 40 wpm and operate a 10-key calculator by touch.
- Should have a working knowledge of filing systems.

Knowledge, Skills and Abilities (continued):

- Must have the ability to work without close supervision and to make decisions compatible with prior instructions.
- Must have the ability to communicate clear and concise information to coworkers, customers and others.
- Must have the ability to operate equipment efficiently to facilitate completion of job functions.
- Must have math, reading and writing skills as related to job functions.
- Must have the flexibility and communication skills needed to work effectively with others in a team environment.
- Must develop a working knowledge of FERC accounting system.
- Must have accounting knowledge and the ability to practically apply concepts and principles.
- Must have the ability to utilize spreadsheet and word processing programs.
- Must be able to work under pressure while effectively, successfully and accurately meeting weekly, monthly and annual deadlines.
- Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.
- Develop a working knowledge of safe work practices, accident prevention procedures and equipment as related to job functions.

Experience and Training:

- Associate of Arts degree in accounting, business administration or related field preferred plus 2 years of increasingly responsible office accounting experience. An equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job may be substituted.
- Must have a high school diploma or equivalent.

Other Requirements:

- Must pass a District physical examination and be able to perform essential job functions.
- Must complete accounting software training for job functions as needed.
- Must have a valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:

- The job functions will be performed in an indoor office environment.
- The job functions require working with persons who exhibit many types of personalities and behaviors.
- The job functions require working in a team environment and abiding by the team mission and expectations.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 40 pounds. Boxes and supplies are lifted on and off shelves up to a height of 6.5 feet.
- The work requires the ability to operate office machines, tools and equipment.

PHYSICAL REQUIREMENTS (continued):

- The work requires the ability to answer questions and communicate with coworkers, customers and others in person, via email and on telephones.
- Work activities involve combinations of lifting and carrying and sitting for extended periods.

EQUIPMENT AND VEHICLES:

- The job requires use of calculators, telephones, personal and mainframe computers, printers, copying machines and fax machines.
- Future work practices may necessitate the use of different equipment