

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Accounting Specialist	<i>BOT Date:</i>	10/1/96
<i>Level:</i>	K	<i>FLSA Status:</i>	Non-exempt
		<i>Class Code:</i>	N1105
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Performs moderately complex accounting functions to obtain primary financial data required for maintaining accurate and current accounting records.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Balances the accounting run on a daily basis.	20%
2.*	Prepares and processes all incoming invoices for payment. Matches invoices with purchase orders and verifies proper authorization.	20%
3.*	Analyzes transaction reports, codes checks to proper accounts, verifies billing letters.	15%
4.*	Reviews petty cash vouchers for approval; reconciles travel reimbursements and communicates any discrepancies to employees.	15%
5.	Maintains alphabetical files on all purchase orders and contracts. Audits all check requests for proper amounts, documentation and authorization.	10%
6.	Maintains all direct deposit requests – opening new ones, making changes and closing accounts.	10%
7.	Researches any problems associated with unmatched invoices or statements or other vendor issues.	5%
8.	May perform duties in a specialized area like payroll, where duties may include maintaining employee files with records of compensatory time and overtime.	5%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	H.S. Diploma or GED required.	
<i>Work Experience:</i>	1 to 2 years.	
<i>Planning Scope:</i>	Current Week: Plan events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Advanced Skills: Able to read reference materials, obtain information and/or perform intermediate mathematics. Prepares letters and/or reports, following policies and procedures. Performs typing, word-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet. Able to operate various standard office machines.	
<i>Innovation/Creativity:</i>	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	