HILLSBOROUGH COMMUNITY COLLEGE
CLASS SPECIFICATION

Class Title: Accounting Specialist
Level: K
FLSA Status: Non-exempt
Class Code: N1105

BOT Date: 10/1/96

GENERAL DESCRIPTION

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

KEY RESPONSIBILITIES

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

* Indicates an “essential” job function.
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**KEY JOB REQUIREMENTS**

**Formal Education:** H.S. Diploma or GED required.

**Work Experience:** 1 to 2 years.

**Planning Scope:** Current Week: Plan events that are expected to occur within a few working days.

**Planning Level:** The primary scope of planning activities in this position affects the unit or small group.

**Impact on Budgets:** 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.

**Impact on Grant Funds:** No impact on grant funds.

**Impact on Revenue Generating:** No impact on revenues.

**Impact of Decisions:** Decisions and impact are limited to decisions and planning within a small work group or affects only my department.

**Complexity:** 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.

**Decision Making:** Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.

**Problem Solving:** Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.

**Internal Contacts:** Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.

**External Contacts:** Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.

**Level of Supervisory Responsibility:** Involves no responsibility or authority for the directions of others.

**Nature of Work Supervised:** Nature of work supervised is limited to highly standardized, routine administrative duties.

**Job-Related Knowledge:** 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.

**Innovation/Creativity:** Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.

**Working Conditions/Physical Effort:** Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.