



City of Powell Position Description

Position Title: Accounting Specialist
FLSA Status: Non-Exempt
Reports to: Assistant Finance Director
Employment Type: Full-time

Pay Grade: 3
Service Type: Unclassified
Revision Date: February 2025

Nature of Work – General Description:

This position works under the direction of the Assistant Finance Director within the City's Finance Department. This position is responsible for providing financial, administrative and clerical services. This includes processing and monitoring vendor payments, reconciling transactions, communicating with vendors and acting as a backup in payroll processing as needed. Work involves attention to details, following policies and procedures, and maintaining sensitive information.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices.
- Review requisitions and purchase orders including verifying the accuracy of submitted documents; resolving discrepancies; analyzing accounts; and performing follow-up activities.
- Perform accounting assignments including entering financial information; and posting data that requires verification, adjustment, and computation.
- Reconcile monthly credit card statement by matching receipts, verifying purchase order information, and ensuring staff is adhering to credit card purchasing policy.
- Support the annual financial audit process by retrieving documents and backup as requested.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Prepare vendor payment packet for supervisory review and file all payment documents as needed.

- Act as backup for the processing of citywide payroll including tax, pension and voluntary deduction reporting ensuring payroll procedures comply with procedures and collective bargaining agreements.
- Act as backup for reviewing time sheets and other information to detect and reconcile payroll discrepancies; Verify pay amounts, hours of work, deductions, etc.
- Maintain historical records by saving and filing documents properly on the network.
- Update job knowledge by participating in educational opportunities.
- Perform other related duties as assigned.

Nonessential Functions:

- Recommend changes in accounting policies and procedures.
- Provide administrative support in order to ensure effective and efficient office operations.
- Performs related work as required or as assigned.

Supervisory Responsibilities:

- None.

Minimum Qualifications:

- Possession of an Associate's Degree in Accounting or other relevant field and three (3) years of relevant experience in accounts payable, and data processing experience required, or any equivalent combination of education and experience.
- Previous accounts payable experience preferred.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Possession of a valid Ohio driver's license and ability to carry vehicle insurance.

Knowledge, Skills, and Abilities:

- Proficient knowledge of purchasing policies, procedures and practices; knowledge of accounting principles, accounts payable and maintaining general ledgers.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.

- Bookkeeping skills; analytical and problem-solving skills; decision making skills.
- Ability to maintain confidentiality concerning financial and employee files.
- Ability to learn new technology and software, as well as proficiency in Microsoft Office products.
- Ability to process a large volume of accounts payable/payroll rapidly and accurately.
- Ability to understand and follow complex, oral and written instructions.
- Ability to prepare and maintain payroll and vendor files.
- Attention to detail and high level of accuracy.
- Very effective organizational skills and ability to prioritize
- Ability to identify errors and take corrective action.
- Ability to communicate effectively, orally and in writing.

Working Environment and Conditions:

- Typical office environment. May be asked to visit other sites or facilities.
- Ability to operate standard office equipment in the performance of job functions such as a telephone, calculator, printer, scanner, computer, and copying machine.
- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 15 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.
- Ability to work occasional evenings and weekends.