

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Superior and Juvenile Court

Job Description



Job Title: Accounting Specialist
Job Code: 8212
Pay Grade: 41
FLSA Status: Non-exempt

PURPOSE OF CLASSIFICATION:

Provides administrative and financial support to the Budget and Finance Division. The incumbent prepares source documents for input into the court's financial systems, verifies payroll data, provides accounts payable functions, and other financial and/or administrative related duties.

ESSENTIAL FUNCTIONS:

- Prepares requisitions, claims, deposit permits, and cost transfer documents.
- Reviews and verifies mathematical calculations of invoices and personal mileage reimbursements.
- Processes staff travel advances and settlements.
- Processes requests for contract payments within guidelines of the contract.
- Codes and posts source documents to the court general ledger system.
- Data enters timesheets into county payroll system and reviews payroll documentation for accuracy.
- Communicates with vendors and staff to resolve issues related to accounts payable.
- Maintains the Budget and Finance Division central filing systems.
- Maintains a petty cash fund, issues cash within county petty cash guidelines, and reconciles the funds weekly.
- Periodically, makes trips to the bank and the Treasurer's Office to replenish petty cash funds.
- Maintains a county procurement credit card and is responsible for making authorized purchases on the card in adherence with guidelines. Responsible for reconciling the procurement card statement monthly and including all related documentation.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Provides assistance and support with account receivables or other financial related issues.
- Assists in the monthly reconciliation of the general ledger to the Pima County financial system. Researches discrepancies and corrects errors.
- Assists in the ordering of supplies for the Finance Division.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge and understanding of general accounting principles and practices.
- Must have knowledge of business English, grammar, punctuation, and spelling.

- Must have a strong mathematical aptitude, data entry, and problem solving skills.
- Must have knowledge of Microsoft Office software such as Word, Outlook, and Excel spreadsheets.
- Must have skills to operate office equipment such as photocopier, facsimile machine, calculator, and desktop computer, including basic typing skills.
- Must have the ability to communicate effectively with a wide variety of individuals, coworkers, vendors and the public.

MINIMUM REQUIREMENTS:

A high school diploma or equivalent G.E.D certificate and three years of financial related work experience, such as accounts payable, accounts receivable, checking invoices, and/or payroll data entry using automated accounting systems. OR any equivalent amount of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Deputy Director, Finance or the Manager, Financial Operations. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 5/21/98
Revised: 11/24/03, 04/27/09