

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ACCOUNTING SPECIALIST II

Department: Utilities
Pay Grade: 104
FLSA Status: Non-Exempt
Job Class: 6001
Risk Code: 8810

JOB SUMMARY

Responsible for providing highly skilled bookkeeping, accounts maintenance, and administrative support for the programs of the department and performing a variety of duties of a moderately complex nature.

ESSENTIAL JOB FUNCTIONS

- Processes all invoices for accounts receivable and maintains an accounts receivable payable ledger of all accounts in computer.
- Processes cash receipts and maintains an accounts receivable ledger of all activity in the computer.
- Receives and resolves all account receivable complaints and ensures complaints and inquiries are handled in a professional manner.
- Balances account receivable ledgers monthly.
- Processes request for refunds.
- Enters revenue transmittals and prepares a monthly revenue generated report.
- Maintains performance bonds and letters of credit for commercial and franchise haulers including calculating increases and notifying haulers and commercial customers of any increase in bonds or letters of credit.
- Utilizes PCScales program to perform entry of manual scale tickets, invoicing, statements, adjustments, and material and tonnage reports as required.
- Prepares, researches, maintains, and monitors all account and customer information for invoicing and balancing.
- Prepares payroll for the department and maintains Kronos program to guarantee hours worked, vacations, etc. Answers employee questions regarding vacation, FMLA, sick leave, insurance program, and other pertinent information for approximately 70 personnel.
- Prepares miscellaneous invoices for ferrous scrap metal, lead acid batteries, textiles, cash shortages from scale house, and interdepartmental work orders for both delivery and pickup.

- Reviews scale house transaction tickets and totals of all scale house cash receipts to confirm cash totals and reports are accurate.
- Synchronizes daily scale house cash deposits, payments, credits, and adjustments with finance department.
- Researches and gathers data and prepares monthly spreadsheet for residential tonnage and per unit price residential units, yard waste, and metal, lead acid batteries, gas to energy projects and used oil.
- Reconciles single stream recyclable tonnage through direct communication with vendor and dispatch personnel.
- Receives payments and processes and maintains tracking for non-assessed resident annual permit applications for eighteen recycling convenience centers in Marion County.
- Communicates with PCScales vendor to resolve software issues.
- Gathers and prepares data for internal and external auditors.
- Performs and/or supervises the annual audit of the garbage franchise haulers curb-side customer listing.
- Oversees the issuance, tracking, and renewals of Non-Assessed Resident Permit Program.
- Serves as Scale Operations Specialists or Scale Operations Crew Leader when necessary.
- Supports daily approval tasks of Solid Waste Fiscal Manager during absences.
- Provides information within scope of knowledge or refers customers to appropriate individuals.
- Responds to telephone inquiries from the public, commercial and private businesses, and other departments regarding accounting issues or when information requested is specifically provided and known, such as from published records, specific deliveries and procedures, and calendar of events, or within established guidelines.
- Practices a safety-first policy in the work environment. Adheres to established safety and health policies and procedures to ensure a safe environment for customers, other employees, and self.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and three (3) years' progressively responsible experience in bookkeeping and accounts maintenance; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of organization.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to prioritize to meet established deadlines.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate and percent and ability to draw bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to explain records and procedures to others as lead worker.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the principles and practices of financial accounting and bookkeeping.
- Knowledge of computers and other office equipment.
- Skills in organization and task prioritization.
- Ability to produce PCScales required monthly reports for administration and FDEP.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to maintain records, logs, and computer programs relating to all accounts payable and accounts receivable information.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms; will regularly be required to stand, walk and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*