

ACCOUNTING & GENERAL SERVICES SPECIALIST III

DEFINITION

Under limited supervision, a Accounting & General Services Specialist III performs a variety of highly complex technical para-professional administrative duties including lead and/or supervisory duties in support of one or more of the following functional areas; facilities management, fiscal and accounting; department administrative or department projects, or programs that require a thorough knowledge of the terminology, procedures, and practices for the assigned functional area; and performs related work as assigned.

Assignments may focus on one or more of the areas identified below, or may serve as a generalist, performing a wide variety of duties involving multiple administrative functions.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification within the para professional Accounting & General Services Specialist series which performs the most complex and responsible support duties and may perform supervisory duties as required over lower level technical and clerical staff: reports to a Supervisor. This classification differs from the level I and level II which are entry and journey in the series and do not provide supervision or handle highly complex administrative support duties. .

Assignments may focus on one or more of the areas identified below, or may serve as a generalist, performing a wide variety of duties involving multiple administrative functions.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive supervision from professional, supervisory or management staff.

TYPICAL DUTIES

Duties may include, but are not limited to the following:

May supervise the work of subordinate clerical or para professional support staff, with responsibility for assigning, reviewing and evaluating their work, and initiating appropriate corrective action when needed.

Provides coaching, counseling and assistance on professional responsibilities and technical skills; identifies training needs and provides training for staff; may recommend personnel actions.

Reviews reports, logs, and other documents; obtains and compiles complex fiscal, statistical, and administrative data and information from multiple sources; tracks and maintains data and prepares summaries and reports for management; notes trends and areas of concern; provides comments and/or recommendations regarding policy, procedure, staffing, program, or organizational changes

Initiates and submits required documentation to purchase equipment, supplies, and other items within an established budget.

Participates in departmental meetings; participates and may lead committees and task forces to share information with other agencies or departments; contributes information, suggestions and recommends potential changes regarding how to improve the efficiency and effectiveness of assigned responsibilities.

Reviews, verifies, and processes documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.

Conducts surveys and studies; performs research to track administrative, fiscal, personnel, and operational performance.

Maintains routine and highly complex administrative, accounting, personnel, payroll, and/or fiscal records.

Answers questions and provides information to the public, contractors, and vendors; handles the investigation of complaints and recommends corrective action as necessary to resolve complaints.

Designs, develops, presents and provides oversight for department presentations.

Designs and presents general and technical correspondence, and promotional materials; designs and develops forms, tracking systems, databases, and spreadsheets.

Tracks progress of projects, payments, expenditures, and reimbursements.

Handles and leads the administration and coordination of special events, training, programs, or projects; assists in coordinating municipal activities among County departments and/or other organizations.

Interprets general or program specific policies, procedures, rules, regulations, contracts, and/or labor agreements.

Provides liaison and staff support to committees, commissions, and department management.

Distributes assignments to co-workers, subordinates, contractors, and others; functions as a program or project coordinator with delegated authority to direct the work of staff in a supervisory and non-supervisory capacity.

Prepares and distributes written procedures and other informational materials pertaining to area of assignment; may lead training provided to groups and individuals regarding procedures and information.

Performs or coordinates routine and highly technical administrative activities and projects.

For Support Services Option (in addition to the general duties):

Supervises, guides, leads, and schedules staff; provides coaching and guidance on job responsibilities and technical skills.

Leads the coordination of technical administrative activities involving facility/fleet maintenance, office moves/setups (including telecommunications and information technology changes), safety and incident reporting, and storekeeping/records management.

Receives and prioritizes information on safety and maintenance issues from various sources such as incident reports, hazard reports, service complaints, and/or maintenance requests.

Coordinates services and repairs with maintenance staff and/or vendors; conducts inspections, investigations, or interviews as needed to identify problems.

Locates and obtains required resources to resolve problems and ensures that proposed solutions comply with established laws, regulations, policies, procedures, and guidelines.

Responds to facility-related emergencies.

Obtains and evaluates cost estimates/bids from vendors and makes recommendations to management.

Drafts and/or designs proposed space configurations (e.g., electrical outlet and network drop placements, furniture placement and configuration, equipment placement).

Plans and facilitates the relocation of individual personnel and/or department locations; coordinates needed assistance for staff or office moves, including information technology, communications, and professional movers.

Creates, maintains, and monitors facility related agreements and contracts with outside vendors and contractors; monitors vendor/contractor/landlord performance, ensuring discrepancies or problems are resolved and work is done in accordance with contractual requirements.

Acts as the departmental or agency-wide safety representative/coordinator; issues safety tips to staff, reviews and prepares safety policies, provides training to site safety coordinators, and ensures that safety-related reports and documentation are correct and timely.

For Program Services Option (in addition to the general duties):

Supervises, guides, leads, and schedules staff; provides coaching and guidance on job responsibilities and technical skills.

Researches and develops public information and educational materials; participates in community outreach efforts to publicize department programs.

Develops and compiles training materials; leads training program for extra-help staff and volunteers.

Collects, compiles, and tracks data, including caseload data, and provides data summaries, reports, and/or recommendations for program improvement.

For Accounting Services Option (in addition to the general duties):

Supervises, guides, leads, and schedules staff; provides coaching and guidance on job responsibilities and technical skills.

Processes complex accounting and financial transactions in compliance with all applicable federal, state and county rules, regulations and ordinances.

Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.

Enters data into computer systems and maintains information systems database; enter data, processes transactions, assess and validates data, compiles documentation, examines, reconciles and adjusts financial records and reports.

Prepares expenditure and revenue claims and periodic accounting reports.

Verifies and reconciles various information, reports, journals or related fiscal and statistical data.

Checks documents for validity and accuracy of information; collects, records, files, and distributes related paperwork.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of supervision, training and performance evaluation.

Principles and methods for leading staff, and delegating tasks and authority.

Technical principles and methods of investigating and resolving administrative problems.

Fundamental governmental functions and organizations.

Principles of effective customer service.

Fundamental arithmetic principles and methods including addition, subtraction, multiplication, division, percentages, and fractions.

Principles of effective business communication, including the development of correspondence, reports, and presentations.

Principles and practices of fiscal, statistical, and administrative research.

Principles of accounting and auditing a variety of financial records.

Principles and practices of effective record keeping.

Computer equipment and general office software, including word processing, spreadsheet, electronic mail, and database.

English usage, including correct grammar, spelling, and punctuation.

Fundamental statistical methods.

Techniques of project management.

Ability to:

Make administrative decisions and take actions based on the interpretation of laws and regulations as well as operating policies and procedures.

Prioritize assignments based on broad criteria.

Gather, tabulate, validate, summarize, and present data in a meaningful way.

Prepare reports and cost projections using readily available information.

Read, understand, interpret, and explain complex policies, regulations, legislation, and operating procedures.

Operate a personal computer utilizing spreadsheet, word processing, and database software at an intermediate to advanced level.

Collect, compile, analyze, and present a variety of data in a meaningful way.

Compose professional quality correspondence and letters; write technically detailed reports.

Coordinate the efforts of multiple individuals to achieve a work objective.

Reason logically and methodically.

Recommend and implement procedural changes/improvements.

Communicate effectively orally and express ideas clearly.

Communicate effectively, in writing, using proper English, including grammar, punctuation, and spelling.

Establish and maintain effective working relationships; act as an effective team player.

Effectively listen to others, identify, and resolve central problems or issues

Work independently and accept responsibility for actions.

Provide supervision, training and guidance to co-workers, subordinates, and other department staff.

Learn and understand the organization and operations of the assigned area and/or outside agencies.

Establish priorities, organize work, and meet deadlines.

For Support Services Option (in addition to the general KSAs):

Knowledge of:

Identifying and resolving complex facility issues such as building repairs/improvements, plumbing, temperature control, pests, and safety.

Recognizing issues that pose a threat to the safety of individuals or the security of facilities.

Ability to:

Understand, interpret, apply and explain departmental programs, policies, rules and regulations; and make recommendations according to analysis performed for operational improvements.

Maintain attention to detail and follow through amid interruptions and changing priorities.

For Program Services Option (in addition to the general KSAs):

Knowledge of:

Laws, regulations, and terminology related to program(s) in area of assignment.

Community outreach and public relations practices and techniques.

Training techniques related to conducting effective presentations.

Programs available to client population served by the department.

Ability to:

Develop and conduct presentations and promote programs.

Develop and present training materials.

Review and update community outreach due to changes in programs.

Train staff to perform community outreach, training and promote programs.

For Accounting Services Option (in addition to general KSAs):

Knowledge of:

Principles of accounting and auditing a variety of financial records.

Fundamental statistical methods.

Budget preparation procedures.

Principles of accounting and auditing a variety of financial records.

Ability to:

Independently perform, lead or supervise varied and responsible technical accounting assignments.

Perform complex clerical accounting and finance work.

Perform advanced reconciliation and prepare complex reports.

Prepare financial reports and maintain ledgers and journals.

Read, interpret, understand and explain laws and regulations pertaining to County and department accounting practices and procedures.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

General or Support Services Assignments:

Experience:

Two (2) years of full time experience performing the duties of a Account & General Services Specialist II in the County of Glenn.

OR

Four (4) years of full-time experience performing advanced journey-level increasingly responsible clerical, secretarial, or administrative support work.

And

Education:

Equivalent of two years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely relate field from an accredited college or university.

Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education

Program Services Assignments:

Experience:

Two (2) years of full time experience performing the duties of a Accounting & General Services Specialist II in the County of Glenn.

OR

Four (4) years of full-time experience performing advanced journey-level increasingly responsible clerical, technical or support services for a program in a public or private agency.

And

Education:

Equivalent of two years (60 semester or 90 quarter units) of coursework in social or behavioral science, business administration, public administration, accounting, or a closely relate field from an accredited college or university.

Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education

Accounting Services Assignments:

Experience:

Two (2) years of full time experience performing the duties of a Accounting & General Services Specialist II in the County of Glenn.

OR

Four (4) years of full-time experience performing advanced journey-level increasingly responsible bookkeeping, accounting, fiscal or financial administrative support work.

And

Education:

Equivalent of two years (60 semester or 90 quarter units) of coursework in business administration, public administration, statistics, economics, accounting, or a closely relate field from an accredited college or university.

Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education

DRIVER LICENSE REQUIREMENT

Some positions in these classifications may require possession of a valid California driver license. Employees who drive on county business to carry out job-related duties must possess a valid California driver license for the class of vehicle driven and meet automobile insurability requirements of the county. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device, repetitive motion, sitting for long periods, walking; occasional standing, pushing, pulling, bending, squatting, and climbing.

Lifting - Frequently 5 pounds or less; occasionally 5 to 30 pounds.

Visual - Constant good overall vision and reading/close-up work; frequent color perception and use of eye/hand coordination; occasional use of depth perception and peripheral vision.

Hearing/Talking - Frequent hearing of normal speech, hearing/talking on the telephone, and talking in person.

Emotional/Psychological - Frequent decision making, concentration, and public contact.

Special Requirements - Some assignments may require working weekends, nights, and/or occasional overtime.

Environmental - Occasional exposure to varied weather conditions.