


JOB DESCRIPTION

Accounting Specialist

Date of Last Revision: October, 2020

 WESTERLY Rhode Island	DEPARTMENT	Finance		
	REPORTS TO	Director of		
	FLSA STATUS	Non-Exempt		
	POSITION TYPE	Full-Time	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Finance Director, the Accounting Specialist is responsible for performing accounts receivable tasks for a specific division.

ESSENTIAL JOB FUNCTIONS

- Complies and analyzes financial information documenting business transactions, creating monthly reports, and manages account entries.
- Calculates taxes, reconciling month end reports, making necessary adjustments to accounts.
- Generates monthly billings, processing payments, tracks inventory, and documents fixed assets.
- Responds to and addresses customer concerns by answering phone complaints, explains billing changes, and provides information as needed.
- Responds to calls from attorneys regarding sales of property to process final billing and account changes.
- Provides information to crews in the fields regarding water/sewer issues.
- Prepares municipal and state reports for surcharges and taxes.
- Prepares resolutions for authorization of abatements and refunds and makes adjusting entries.
- Generates monthly billings, and processes payments.

ADDITIONAL JOB FUNCTIONS

- Attends meetings, seminars, conference as required.
- Periodic additional work hours required.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- The principles and practices of accounts receivable.
- Manual and automated accounting systems.
- General Ledger and accounting principles and practices.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.
- Well-developed analytical capabilities.

ABILITY to:

- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related Accounting software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate's Degree in Business, Finance, Accounting, or closely related field.
- Minimum of three (3) years of experience in accounts receivables or related working experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *involving:*

- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *involving:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.