

Job Title: OPS Accounting Support Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents reconcile, document and monitor financial data for an assigned function or department. Responsibilities may include maintaining effective accounting controls; confirming compliance with contract language; resolving invoice discrepancies; approving payments; verifying funding sources; training non-accounting staff on accounting procedures; and performing the duties of the lower levels.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Four years experience in an accounting support function.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Knowledge:

- Basic accounting principles and practices;
- Accounts payable/receivable principles and practices;
- General ledger reporting techniques;
- Applicable Federal, State, and local laws, rules, and regulations;
- Data entry techniques;
- Mathematical concepts;

- Recordkeeping principles;
- Customer service principles;
- Training principles;
- Computers and related software applications.

Skills:

- Balancing accounts;
- Reconciling financial records and information;
- Performing mathematical calculations;
- Applying applicable Federal State, and local laws, rules, and regulations;
- Maintaining records;
- Resolving account discrepancies;
- Providing customer service;
- Providing training to subordinate staff;
- Using a computer and applicable software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Reviews, approves, and troubleshoots a variety of accounting and/or financial transactions, which may include: accounts payable, accounts receivable, billing, and related transactions.	Daily 30%
2.	Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files.	Daily 20%
3.	Posts financial information into appropriate accounts; creates journal entries; reviews and resolves discrepancies of data entered.	Daily 10%
4.	Monitors and maintains accounting activity compliance with contract, internal, and external regulations.	Daily 10%
5.	Prepares a variety of accounting reports and other documents related to assigned area of responsibility utilizing established guidelines.	Daily 10%
6.	Provides training to lower level staff as necessary.	As Required
7.	Performs other duties of a similar nature or level.	As Required

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