**Accounting Specialist**

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| **SALARY:** | $36,203.47 - $57,780.94 Annually |
| **OPENING DATE:** | 03/20/17 |
| **CLOSING DATE:** | 04/03/17 05:00 PM |

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| **REQUIREMENTS AND PREFERENCES:** |
| **The Broward County Board of County Commissioners is seeking qualified candidates for the position of Accounting Specialist:**  **General Description**  The purpose of this class within the organization is to perform highly technical work reading, analyzing and auditing contracts.  This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.  **Minimum Education and Experience Requirements:**  Requires two (2) years of experience in bookkeeping, payroll  or closely related experience.  **Special Certifications and Licenses:**  None.  **Preferences:** Two or more years of experience in Information Technology related to contract analysis of IT goods and services based on contract requirements.  Two or more years of experience in creating financial reports or cost breakdown for IT goods and services.  Advanced in Microsoft Office. Must be able to create extensive financial reports in Excel using complex formulas. |

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| **DUTIES AND RESPONSIBILITIES:** |
| The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the job as necessary.  Researches, analyzes and/or audits payments and retainage requests for compliance with agreement(s)/contract(s); processes payments to vendors according to the contract or agreement; creates, calculates, reviews, and maintains records of payment, retainage transactions, non-encumbered transactions, etc. for accounting, auditing, and budgeting.  Monitors budget expenditures in order to ensure funds are available in appropriate accounts to purchase required supplies, materials, and equipment; makes budget transfers, creates journal vouchers, processes daily deposits, petty cash and reimbursement requests, etc.  Reviews all P-Card (purchasing card) Transmittals and E-Payables (electronic payables) invoices; checks for appropriate documentation and approval prior to payment; uploads invoices, runs reports, makes necessary corrections to rejected general ledger.  May process payroll-audit timesheets, timecards and leave requests; notifies appropriate managers and supervisors of missing timesheets, leave requests, signatures, and adjustments; odes and enters all information; calculates amounts to be withheld from employee pay for child support, tax levies and other garnishments; audits, prepares and inputs all manual payroll checks, voided checks, other pay adjustments in accordance with County policy and State and Federal laws; audits and reviews payroll voucher and registers to determine their accuracy, completeness and conformance with all rules and regulations  Reviews all requisitions for completeness and competitiveness before submittal to administration for final approval.  Prepares purchase requisitions for small purchases; prepares solicitation bid document for informal quotation requests; secures the bid process for informal quotation request; obtains competitive quotations from vendors; analyzes responses to determine lowest and best vendor; prepares bid tabulation and places purchase orders; prepares documentation for proper files on each procurement.  Performs basic business (verbal and electronic) communication, document preparation, etc.; creates a variety of spreadsheets in order to capture data and facilitate preparation of reports; scans documents into database and reviews for quality control, processes payments for recorded documents, processes the return of recorded documents to owners using appropriate methods, processes incoming and outgoing mail, and responds to customer requests.  Provides customer service in person and via phone in connection with document recording; researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to the appropriate persons.  Performs related work as assigned. |

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| **WORK ENVIRONMENT:** |
| **Physical Demands**  Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.  Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.  **Unavoidable Hazards (Work Environment)**  Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.  None. |

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| **SPECIAL INFORMATION:** |
| **Americans with Disabilities Act (ADA) Compliance:**  Broward County is an Equal Opportunity Employer.  The ADA requires Broward County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.    **Emergency Management Responsibilities:**  Note: During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.    **County-wide Employee Responsibilities:** All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.   All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression. |

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| BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES | |
| APPLICATIONS MAY BE FILED ONLINE AT <http://www.broward.org/careers> |  |