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| <b>Job Class Code: 1020</b>       | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 3</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to evaluate and assess accounts and provide accounting support for assigned area of responsibility. The class is responsible for reviewing accounts, entering accounting data, updating and maintaining accounting information and files, and performing various account functions and calculations. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

| <b>TYPICAL TASKS</b> |   |
|----------------------|---|
|                      | <ul style="list-style-type: none"> <li>• Evaluates and assesses accounts in assigned area.</li> <li>• Collects, enters, updates, and maintains account information.</li> <li>• Generates payments for invoices, refunds, and/or payroll.</li> <li>• Calculates amounts to process checks for payments.</li> <li>• Verifies, monitors, and reconciles accounts.</li> <li>• Performs various accounting functions such as preparing accounts receivable, deposits, and/or vacation and leave information.</li> <li>• Researches information to solve accounting discrepancies or track payments.</li> <li>• Prepares accounting and fiscal reports.</li> <li>• Answers phones and inquiries regarding account information.</li> <li>• Performs related tasks as necessary such as scheduling meetings and monitoring departmental inventory.</li> <li>• Performs other related duties as assigned.</li> </ul> |

| <b>GENERAL STANDARDS</b>                |   |
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| <b>Data Involvement</b>                 | Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.                                      |
| <b>Interpersonal/People Involvement</b> | Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.           |
| <b>Reasoning Requirements</b>           | Performs skilled work involving rules/systems but solves problems almost constantly.  |
| <b>Mathematical Requirements</b>        | Uses basic algebra involving variables and formulas and computes discounts, rations, rates, and percents.   |
| <b>Language Requirements</b>            | Reads technical instructions, procedures manuals and charts; composes routine and specialized reports, forms and letters; speaks compound sentences using normal grammar. |
| <b>Mental Requirements</b>              | Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered.    |
| <b>Decisions/Supervisory Control</b>    | Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.   |

| <b>EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS</b> |  |
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| <b>Vocational/Educational Requirement</b>              | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in accounting or related field. |
| <b>Experience</b>                                      | In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.                                      |
| <b>Special Certifications and Licenses</b>             | Depending on departmental operational requirements, may require valid driver's license and driving record in compliance with City Driving Standards.                                       |

**Special Requirements**

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 5/31/19