

Lake Havasu City, Arizona

Class Description



Title: Accounting Specialist
Department: Administrative Services
Division: Finance
Grade: CP7

FLSA Status: Non-Exempt
Job Code: 21011
Updated: 9/19/2025
Salary: \$23.89 - \$34.64

General Definition of Work

Performs intermediate technical work performing accounting and budgeting functions, handling payroll, preparing, and maintaining detailed financial records and files, preparing financial reports, and related work as apparent or assigned. Work is performed under the supervision of the Finance Division Manager or under the general guidance of the Accountant, Senior.

Special Note: May require non-standard work hours to include days, nights, weekends, holidays, and callbacks.

Essential Functions

The requirements listed below are represent the of the knowledge, skill, and ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Provides administrative accounting support.

Prepares and processes a variety of specialized documents including, but not limited to bank statements and reconciliations, journal entries, financial reports, audit work papers, payroll documents, correspondence, agreement statements, confidential correspondence, grant documents, policy and procedure manuals, official City forms, budget documents, council documents, contract documents, contract and agreement amendments; reviews and verified documents such as billing documents, payroll documents and travel paperwork, makes appropriate changes and adjustments.

Processes citywide payroll to include associated payroll taxes and reporting.

Prepares various financial reports and schedules as needed; reconciles reports and schedules to the general ledger.

Reconciles cash receipt integrations with the ERP system. Maintains daily cash reconciling; reconciles bank to general ledger.

Processes City procurement card applications and issues new credit cards to employees; maintains records of city credit card authorizations and credit limits; handles problems with credit card changes; notifies the bank of canceled cards.

Answers and directs calls, takes messages; and answers questions pertaining to departmental functions, policies, and procedures.

Tracks all journal entries and posts to the general ledger; coordinates month end closes of general ledger activity.

Handles bank activities on specialized bank software; pulls daily activity reports; performs electronic file transfers to the bank for payroll, positive pay, vendor payments and bank drafting.

Answers calls and questions from customers related to billing statements and invoices.

Tracks revenues, expenditures, and account balances. Compiles and organizes data for report generation such as status reports, revenue and expenditure reports, comparison reports, and monthly statistics. Develops and runs queries and reports.

Creates and maintains a various specialized databases such as logs, inventories, statistics, capital asset information, case management systems and grant information.

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Creates and maintains file systems to including developing, organizing, maintaining, and purging files and records.

Trains other departmental staff and provides technical advice on complex issues related to the area of assignment.

Serves as a liaison for agencies and vendors.

Participates in meetings and serves on committees.

Assists external auditors with City and State audits.

Provides advance accounts payable work related to utilities, communication, expense reports, and other monthly bills. Calculates excise tax through understanding and interpretation of sales tax laws.

Operates and maintains motor vehicles or other work related equipment requiring a valid Driver License.

Minimum Qualifications

Associate degree with coursework in accounting principles, finance, payroll or a related field and considerable experience in accounting principles and payroll processing, preferably in the public sector, or an equivalent combination of education and experience.

Special Qualifications

Must meet and maintain all training and education requirements for the position.

Valid Driver Licenses of the appropriate class.

Knowledge, Skills & Abilities

General knowledge of accounting terminology, methods, procedures, and equipment; thorough understanding of payroll systems, federal, state and local laws and regulations pertaining to payroll administration; general knowledge of research methods and analysis techniques. Thorough knowledge of payroll processes and general ledger account reconciliation; general knowledge of Generally Accepted Accounting Principles (GAAP); general knowledge of standard office procedures, practices and equipment.

Skill in using of personal computers, associated software packages, hardware, and peripheral equipment.

Ability listen and communicate effectively with staff in resolving problems or concerns; ability to effectively distribute work between co-workers and cross train; ability to maintain and reconcile a wide variety of payroll accounting records and subsidiary records and systems; ability to work effectively with an on-line system and computerized reports; ability to plan and manage time effectively to meet payroll-processing timelines; ability to make relatively complex arithmetic computations; ability to handle and maintain confidential information; ability to make decisions on handling payroll transactions or other related issues; ability to provide thoughtful and thorough analysis; ability to demonstrate strong interpersonal communication skills to work effectively with a diverse group of people; ability to handle multiple projects simultaneously and use good judgment in prioritizing work assignments; ability to proficiently perform computerized word processing, comprehension, summarizing and writing/editing; ability to attend or conduct various meetings as needed; ability to conduct training sessions for staff and for customers on key payroll topics; ability to research and interpret federal, state, and city regulations; ability to establish and maintain effective working relationships with associates, auditors, outside agencies, supervisors, vendors, and the general public.

Working Conditions

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This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions and frequently speaking or hearing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
