

KENT COUNTY POSITION DESCRIPTION

Department of Finance
Classified, GRADE 7
40 Hour Week

ACCOUNT SPECIALIST I

GENERAL STATEMENT OF DUTIES: Performs entry-level book-keeping/clerical tasks, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs account-keeping, auditing and related tasks. Supervisors are available for consultation of difficult problems.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; 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; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Deposit monies into appropriate accounts;
Collect payments, program fees and user charges;
Post and balance daily receipts and investments;
Verify the accuracy of bills;
Type letters for enclosure with bills;
Batch outgoing mail according to zip codes;
Maintain property owner/customer lists;
Calculate delinquent penalty amounts;
Answer billing questions from customers;
Operate complex financial computerized software programs and make changes as necessary;
Develop simple programs and assist senior staff in operating programs;
Type correspondence related to customer accounts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of modern clerical account-keeping practices; good knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; ability to type from clean copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written instructions; willingness and ability to adapt to new office procedures as required; working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

ADDITIONAL EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (business courses highly desirable); or any equivalent combination of experience and

training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination and typing test administered by the Kent County Personnel office. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

REV. 12/10/91

rev. 07/01/94

REV. 07/01/00

Rev. 07/01/03

Rev. 07/01/06