



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Accounting Specialist I
DEPARTMENT.....: Finance
DIVISION.....: Accounting
CLASSIFICATION/GRADE.....: Accounting Specialist I/105
REVISED.....: 01/2015
REPORTS TO.....: Investment Officer
REVIEWED.....: 01/2015
WAGES.....: Hourly

SUMMARY:

Responsible for balancing the Parish bank statements, data entry, and printing of various financial reports.

BASIC FUNCTIONS:

1. Reconcile bank statements to general ledger.
2. Data entry to mainframe (currently ISeries) and filing of:
 - a. Manual checks and accounts payable vouchers
 - b. Cash deposits
 - c. Journal entries
 - d. Cancelled checks
3. Prepare various journal entries for voided checks and payselect.
4. Prepare journal entries and spreadsheets for gas distribution, gas meter, and sewerage funds.
5. Prepare spreadsheet for the calculation of city court expenses.
6. Prepare various requisitions for payment of expenditures including juvenile housing and subsequent spreadsheet analysis of the expenditures to date for each facility.
7. Process and print the monthly preliminary and final general ledger, revenue & expenditure statements, quarterly and annual year-to-date general ledgers, and various financial management reports.
8. Accumulate data and prepare spreadsheets for ad valorem tax receipts, investments, and any other miscellaneous information required by the Investment Officer.
9. Maintains parish property lease files, forwarding renewal requirements to Investment Officer.
10. Any other duties/projects/requests as assigned by supervisors.

OTHER REQUIREMENTS:

1. Must be mathematically sharp.
2. Louisiana driver's license (good standing with State of Louisiana).
3. Must be able to handle multi-tasks at once.

EDUCATION/EXPERIENCE:

1. Two years experience in accounting activities required.
2. College or trade-school accounting courses a plus.
3. Knowledge of the Personal Computer and data entry.
4. Knowledge of basic office machines required (10-key calculator, typewriter, copier, printer, and fax).