



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Accounting Specialist II
DEPARTMENT.....: Finance
DIVISION.....: Accounting
CLASSIFICATION/GRADE.....: Accounting Specialist II/106
REVISED.....: 01/2018
REPORTS TO.....: Accountant II – Grants Supervisor
REVIEWED.....: 01/2018
WAGES.....: Hourly

SUMMARY:

To perform any office work deemed necessary for the accounting functions of federal and state grant programs/special revenue funds in accordance with GAAP, and program specific regulations and requirements.

BASIC FUNCTIONS:

1. To type memos, letters and financial reports relating to special revenue funds, as necessary.
2. To compile documentation necessary to draw down federal and state funds on a regular basis, and maintain files of same.
3. Maintain and update audit schedules on a continuing basis throughout the Year to expedite completion of audit work papers after year end closing process.
4. To process and input financial data as necessary for management reports.
5. Assist in the preparation of monthly, quarterly and year-end financial reports to federal and state agencies.
6. Assist in the compilation of documentation required for cost reimbursement of disaster-related expenses, as specified by federal program guidelines.
7. In the absence of the Accounting Specialist II Payroll clerk, perform the necessary functions related to court warrants
8. Any other duties / projects / requests as assigned by Supervisor.

OTHER REQUIREMENTS:

1. Must be detail-oriented and possess strong mathematical and problem solving skills.
2. Must be a driver in “good standing” with the State of Louisiana.
3. Work requires knowledge of Microsoft Office Programs, especially Excel.
4. Work requires knowledge and ability to correctly utilize business math and accounting principles.
5. Duties require the ability to solve problems, and plan/delegate tasks for efficiency.

EDUCATION/EXPERIENCE:

1. High School Diploma or equivalent, plus two years experience in performing accounting functions required.
2. Nine (9) hours of college or technical college accounting courses a plus.
3. Proficient with the Personal Computer (with an emphasis on Spreadsheet and Word Programs)
4. Knowledge of basic office machines necessary (10-key calculator, Copier, printer, scanner and fax)