

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

ACCOUNTING SPECIALIST

CLASS CODE: 99-41-03

POSITION PURPOSE

Audits vouchers and vendor billings; processes payments; audits and creates purchase orders; monitors accuracy and determines appropriate coding in compliance with rules and regulations of the Unified Judicial System (UJS), the State Auditor, the Bureau of Finance and Management (BFM), and the Office of Procurement; assists UJS staff in knowing and using appropriate procedures; and calculates, compiles, and monitors data for financial reports.

DISTINGUISHING FEATURE

This position is distinguished by successfully following established operating procedures to maintain accounts payable and receivable, record revenue and make deposits, and prepare requisitions and purchase orders; by correctly distributing costs to various programs; and by the timely and efficient reconciliation of daily and monthly reports.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Audits vendors' bills and circuits' internal vouchers for completion and accuracy of charges and coding to ensure compliance with established accounting procedures.
 - a. Reviews documents for charges not billable to the state such as various taxes and fees.
 - b. Determines whether expenditures follow state guidelines and are acceptable before processing payments.
 - i. Contacts responsible parties to verify.
 - ii. Collects signatures approving charges.
 - c. Reviews documents according to applicable policies and procedures of governing agencies and determines correctness before entering them into the state's accounting system and moving them to the next step of the process.
 - d. Ensures vendors are in the state accounting system, initiates procedures to obtain contracts if they are not, and processes payments.
 - e. Processes payments according to applicable methods and collects and distributes warrants.
 - f. Deposits cash and prepares and verifies deposits and journal vouchers with revenue and journal voucher reports.
 - g. Trains and advises staff on voucher preparation, coding, reimbursable items, using accounting systems, and vendors.
 - h. Communicates with vendors regarding billings and payments, and resolves issues.

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2. Receives requisitions for computer hardware and software and furniture, verifies that orders meet requirements of the Office of Procurement Management, and enters information into the procurement system so purchase orders can be created by procurement staff.
 - a. Determines whether or not a purchase order is necessary.
 - b. Obtains three quotes from different vendors if needed.
 - c. Chooses appropriate vendors.
 - d. Obtains moratoriums for software orders.
 - e. Checks or adds accurate coding.
 - f. Creates requisitions in the procurement system.
 - g. Monitors receipt of ordered items and ensures invoices match purchase orders.
 - h. Includes items in the fixed asset inventory.
3. Processes requests to remove surplus property and fixed assets by completing forms and procedures required by the Office of Property Management (OPM).
 - a. Verifies hard drives are removed from computer equipment.
 - b. Verifies that memories have been cleared and deleted from copiers and printers.
 - c. Records and reports serial numbers from copiers and computer equipment to OPM.
 - d. Identifies items that are considered fixed assets by completing and attaching asset tags and completing appropriate forms before sending them to OPM.
 - e. Initiates disposal of surplus property by donations to other entities.
 - f. Coordinates pick up and delivery of surplus property.
4. Assists with accounting procedures by printing monthly reports and reviewing them for completeness; contacting clerks if reports are overdue; and monitoring and updating the clerks of court offices' check supplies.
5. Opens and distributes mail, reserves cars for staff, maintains the on-line telephone book, processes procurement cards, answers the telephone, etc., to facilitate daily office operations.
6. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not have supervisory authority.

ESSENTIAL FUNCTIONS REQUIRE

Physical requirements of a normal working day such as sitting, standing, lifting, and driving; attendance in accordance with rules and policies; and proficiency in the use of office equipment such as computers, copiers, telephones, etc. Incumbents must know and apply the processes and practices of multiple governing agencies to ensure that financial and accounting transactions are completed according to applicable regulations. They must also verify the accuracy and appropriateness of documents, and facilitate corrections with staff and vendors.

PROBLEMS AND CHALLENGES

Challenges include handling the volume of transactions generated by a statewide system, verifying accuracy in documents that may all vary, making sure they are processed under the applicable agency's procedures, and complying with required timelines. Further challenged to

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correct wrong or incomplete data which is difficult because of the numbers of entities involved, e.g., vendors of all sorts, hotels, motels, telephone companies, other state agencies, grants, etc.

Problems encountered include identifying and removing incorrect charges from invoices, correcting payments that were made incorrectly, correcting or changing coding, getting vendors added to the file, uncertain payment processes, missing invoices, overdue invoices, etc.

DECISION-MAKING AUTHORITY

Decisions include whether claims are reimbursable according to applicable policies, documented information is complete and correct, and coding is correct based on an established code structure; whether a requisition or purchase order is required for specific orders; and recommendations for disposal of surplus property.

Decisions referred include approval of extraordinary expenses or large capital asset purchases and the appropriate coding for same; final approval of requisitions and new coding; and final disposition of assets.

CONTACT WITH OTHERS and PURPOSE

Daily contact with UJS staff in the central offices and statewide; vendors; and staff in the State Auditor's office, OPM, the Department of Social Services and others state agencies regarding payment of bills, vouchers, non-cash vouchers, requisitions, purchase orders, and other assigned work.

WORKING CONDITIONS

The incumbent works in a typical office environment.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- basic accounting principles and practices, bookkeeping, and filing;
- purchasing procedures and regulations;
- vouchers, invoices, requisitions, other similar forms and supporting documentation;
- computer software such as Microsoft Outlook, Excel, Word;
- business office equipment.

Skill in:

- time management;
- prioritizing.

Ability to:

- follow established processes and focus on details;
- follow written directions such as code books, charts of accounts, and manuals;
- review, compare, evaluate, and analyze data;
- work with figures;

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- learn applicable accounting and purchasing procedures and computer systems;
- prioritize and complete work according to established timelines;
- communicate effectively both orally and in writing to effectively answer questions and provide information about assigned work;
- maintain a filing system.

Education:

High school diploma or possession of a GED certificate.

Experience:

Two (2) years of experience in bookkeeping, auditing vouchers, processing purchasing requests; or an equivalent combination of related education and experience.