

Fulton County, Georgia  
Classification Specification

ACCOUNTING ASSOCIATE (210012, #0020383)

**Annual Salary: \$36,733.00**

**Purpose of Classification:** The purpose of this classification is to perform bookkeeping and cash handling duties, process accounts payable/receivable, enter data into accounting database(s), and perform general financial support functions. This classification is distinguished from Accountant II in that this class generally performs routine accounting processes whereas the latter has greater responsibility for reconciliation and reporting.

**Essential Functions:** The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs a variety of accounting duties, such as bookkeeping, data entry, and general financial support functions.

Reviews and enters invoices, purchase orders, payment vouchers, and similar records of transactions in an automated financial/accounting system; posts adjusting entries; creates batches by separating, calculating and reconciling payments to be entered into billing system; and researches and verifies customer/vendor information proper posting of transactions.

Receives, counts, verifies, batches, and records cash receipts; prepares and posts deposits; researches discrepancies; and processes returned checks.

Maintains customer records and information: posts billings and processes invoices; researches and investigates delinquent customer accounts for Interruption of Service & Pending Disconnected Notices (PDN).

Maintains tax records: processes claims and recalculates taxes; prepares and maintains correspondences and notices for the U.S. Bankruptcy Court on customers; makes notations on system to inform other co-workers of customer status; and enters adjustments by the bankruptcy court into database so that amount can be deducted from the current bill.

Verifies, modifies, and reconciles account receivables from the courts; records and refunds bonds.

Provides customer service: answers telephone and waits on walk-in customers; researches information on customer accounts; provides information, negotiates and makes payment arrangements to reduce or balances so that they may retain services; prepares and mails letters to customers regarding arrangements; receives and distributes correspondence to appropriate division; and assists vendors and County personnel as required.

Additional Functions: Performs other related duties as required.

Minimum Qualifications: Associate's Degree in accounting, business or public administration, or a related field required; supplemented by one year of accounting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

*Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*