

## POSITION DESCRIPTION

Title: Operations Support Specialist II (Accounting Option)

Department: Highway Department – Administration Section

Job Analysis: January 2013 ~~November 2018~~ February 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Chief Accountant/Highway, County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: ~~Custodians~~ None

Internal Contacts: Accounting Department, Budget Director, Purchasing Department, Highway Supervisors, ~~Highway Dispatchers~~, ~~Grants Coordinator~~, ~~Parks Department~~, ~~Solid Waste Department~~, Area Maintenance Personnel and other County Employees

External Contacts: Vendors, Representatives from other Agencies

Status: Classified/Non-Exempt (H)

### Job Summary

This individual provides ~~basic~~ administrative and operational support for the County's Highway Department. This individual also provides specific support to the Highway Supervisors, ~~and Dispatchers~~. maintains organized office records and documents, assists in project review, reconciliation, and reimbursement, and any job/duty deemed necessary by his/her Supervisor and/or Designee.

### Job Domains

#### A. Accounting Department

1. Contact vendors concerning any discrepancies.
2. Assist Chief Accountant with statistical reports, financial analyses, and project recaps.
3. ~~Assist in yearly budget preparation. Review all project records and reconcile financial records between the Highway Department project management database and the County financial software. This includes confirming data is appropriately assigned to projects, updating notes, and preparing related journal entries for review.~~

4. Prepare and monitor third party billings for various reimbursable projects, including billing in accordance with agreements, following up on unpaid billings, tracking and documenting when payments are received, and reconciling Highway accounts receivable with Accounting's records.
5. Monitor ~~all~~ Highway/~~Parks~~ Departments monthly budget reports for accuracy and assists Chief Accountant with various reports reflecting current department figures.
6. Review reimbursements prepared by other Highway sections to confirm they are prepared in accordance with agreement/contract/etc. This includes following up on unpaid billings, tracking and documenting when payments are received, and reconciling Highway accounts receivable with Accounting's records.
- 5.7. Review invoices to confirm PO numbers and accounts assigned are correct and forward reviewed invoices to the Accounting Department.

#### B. Purchasing

1. Provide support for all purchasing for the Highway Department.
- ~~2. Maintain and provides follow up on Highway/Parks Department purchase orders.~~
- ~~3. Assist Highway supervisors concerning the purchasing of equipment and supplies.~~
- ~~4. Handle asphalt ordering and daily activity sheets for Paving Crew.~~
- ~~5. Handle all office supply ordering and stocking of office supply inventory.~~

#### C. Administrative & Record Keeping

1. Maintain ~~records of all equipment for the Highway Department and assists Chief Accountant with yearly equipment inventory.~~ Electronic and hard copy project files.
2. ~~Maintain an accurate inventory of all electronic and software items.~~
3. Maintain vendor invoice files.
4. Maintain list and files (electronic and hard copy) of all contracts and notify staff when contracts are expiring; make notification early enough to renew contracts if needed.
5. Maintain ~~project management system database (labor, equipment, material) and create reports as needed.~~ invoice spreadsheet
6. ~~Maintain project management system project database and ensure its accuracy and parity with County financial software, EnterpriseOne.~~

### Knowledge, Skills and Abilities

1. Verbal skills to communicate effectively with office staff and the general public.
2. Math skills to perform accounting and bookkeeping operations.
3. Writing skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
4. Reading skills to read and understand written instructions, manuals and correspondence.
5. Listening skills to understand verbal communications with coworkers and public.
6. Ability to operate office machines such as calculator, computers and copy machine.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures.
8. Knowledge of general office procedures.

9. Thorough knowledge of departmental policies and procedures and ability to apply them to work problems.
10. Thorough knowledge of Microsoft Word and Excel.

### **Physical Characteristics**

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately and without transposition.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Speak well enough to communicate to the public in a polite and effective manner.
4. Body movement to bend, stoop and move about.
5. Manual dexterity to write and type.
6. Strength to lift up to 20 pounds.

### **Other Characteristics**

1. High School diploma or equivalent.
2. Accounting and Bookkeeping experience of two (2) years.
3. Willing to work nonstandard hours as necessary.
4. Have a valid driver's license.