



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Accounting Specialist I
DEPARTMENT.....: Finance
DIVISION.....: Accounting
CLASSIFICATION/GRADE.....: Accounting Specialist I/105
REVISED.....: 06/2012
REPORTS TO.....: Investment Officer
REVIEWED.....: 06/2012
WAGES.....: Hourly

SUMMARY:

To perform general keypunching, typing, filing, copying, errands and receptionist duties of the Accounting Division as needed.

BASIC FUNCTIONS:

1. Perform various tasks for the Accounting Personnel:
 - a. Receptionist for Department (answering window/phone)
 - b. Open mail for Investment Officer
 - c. Route Comp Time Reports to various department/division heads
 - d. Key in deposits and journal entries daily
 - e. Key investment/manual checks and vouchers
 - f. Key in requisitions
 - g. Key in LAMP and CD investments
 - h. Filing
 - i. Typing various checks for outside agencies
 - j. Print various runs from ISeries as needed
 - k. Upload documents to reading file
 - l. Do banking (deposits) and various errands as needed
2. Various tasks related to the Houma Community Mineral Lease
 - a. Owner and Property Maintenance
 - b. Maintain CD's as Investments of Mineral Lease funds
 - c. Annual release of checks and 1099's
 - d. Telephone assistance for clients
3. Key in Court Warrants and keep track of HPD, State Police, Sheriff's Office and Wildlife and Fisheries warrants.
4. Maintain BP Tourism Recovery Files
5. Attend Police Pension and Fire Pension meetings and take minutes.
6. Pool Car Maintenance which includes fueling of the vehicles and having the vehicles cleaned
7. Pool Car Vehicle Allocation journal entry on a monthly basis.
8. Relieve the Executive Secretary when necessary.
9. Any other duties/projects/requests as assigned by supervisors.

OTHER REQUIREMENTS:

1. Must be a licensed driver in “good standing” with the State of Louisiana.
2. Must be pleasant, greet visitors courteously and handle multiple tasks at once.
3. Must possess “phone etiquette.”

EDUCATION/EXPERIENCE:

1. High School Graduate or equivalent with at least two years office experience.
(Accounting environment preferred)
2. Typing (45-50 wpm) and data entry experience.
3. Knowledge of the Personal Computer. (word and excel programs)
4. Knowledge of basic office machines desired (10-key calculator, typewriter, copier, printer, and fax machine).