

# ACCOUNTING SPECIALIST I

## - INVESTMENTS

Finance | Accounting



### JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Accounting Specialist I - Investments is responsible for maintaining the integrity of the Parish's financial records through accurate general ledger management, bank reconciliations, billing processes, and support for audits and budget preparation.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

7:30 a.m. to 4:30 p.m.

#### LOCATION

Government Tower – 3<sup>rd</sup> Floor

#### REPORTS TO

Investment Officer

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Professional office setting that involves independent and collaborative work, frequent use of financial systems and spreadsheets, and regular interaction with internal departments, external agencies, and auditors.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to process financial transactions, maintain compliance with departmental procedures, and support specialized functions within the accounting department.

Accounting Specialist is responsible for making a positive difference in the Parish and ensuring that the resident standard of living is continually improved.

### JOB DUTIES

- Respond to inquiries via phone, email, and in-person at the front window, ensuring timely and professional communication.
- Maintain the general ledger by entering journal entries, deposits, and manual checks into the accounting system in accordance with departmental standards.
- Open, date stamp, and distribute incoming Accounts Payable mail, applying vendor and voucher numbers as needed.
- Reconcile assigned bank statements and complete monthly financial closes following established procedures.
- Maintain Pool Car records, ensuring accuracy and timely updates.
- Key requisitions and assist with Pay Select journal entries.
- Coordinate with Payroll and Accounting staff to print physical checks and obtain authorized signatures.
- Run errands for Accounts Payable, including delivering utility payments and banking documentation as needed.
- Assist in audit preparation and year-end closes by gathering documentation and supporting schedules.
- Assist the Investment Officer with processing stale dated checks, nuisance abatement billing, and related research.
- Complete special assessments.
- Process utility meter reissues and assist with payment plans and customer service inquiries.
- Research and resolve issues related to cancelled checks, deposits, and banking exceptions.
- Bring vehicles in for routine maintenance and address mechanical issues.
- Deliver documentation for notarization and recordation as needed.
- Create and maintain documentation and procedures to support financial operations and ensure compliance with retention policies.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

Questions? No problem!  
Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

*Continue to the next page.*

# ACCOUNTING SPECIALIST I

## - INVESTMENTS

*Continued from previous page.*

### SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates accountability and initiative in managing assigned tasks, supporting team operations, and contributing to departmental goals.
- **Math & Problem-Solving Skills:** Applies advanced mathematical and analytical skills to reconcile investment accounts, prepare journal entries, and resolve discrepancies in financial data, ensuring accuracy and compliance with Parish policies and investment procedures.
- **Time Management:** Ability to handle multiple tasks efficiently, especially when managing projects, communications, and accounting duties.
- **Analytical Skills:** Reviews financial data, reconciliations, and billing records with precision to ensure accuracy and compliance with policies.
- **Communication Skills:** Communicates clearly and professionally with internal departments, external agencies, and the public through phone, email, and in-person interactions.
- **Organizational Skills:** Maintains structured documentation, records, and workflows in accordance with departmental and retention policies.
- **Technical Skills:** Proficiency with accounting software, Microsoft Office programs, and online banking systems, including using technology to process transactions, manage records, and support financial reporting.
- **Qualifications:**
  - High school diploma or GED certificate required.
  - Minimum of two (2) years of experience in accounting or office activities required.

