



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Accounting Specialist I  
**DEPARTMENT.....:** Finance  
**DIVISION.....:** Accounting  
**CLASSIFICATION/GRADE.....:** Accounting Specialist I/105  
**REVISED.....:** 09/2021  
**REPORTS TO.....:** Investment Officer  
**REVIEWED.....:** 09/2021  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

Responsible for balancing the Parish bank statements, data entry, and printing of various financial reports, and maintaining delinquent grass cutting invoices.

### **BASIC FUNCTIONS:**

1. Front window reception/answer phones
2. Reconcile bank statements to general ledger.
3. Prepare various journal entries for bank reconciliations, gas distribution, gas meter, sanitation fund, and sewerage fund.
4. Data entry to mainframe (ISeries):
  - a. Journal entries
  - b. Manual Checks
  - c. Deposits
5. Filing various documents:
  - a. Manual Checks
  - b. Cash Deposits
  - c. Journal Entries
  - d. Requisitions
  - e. Cancelled Checks
6. Maintaining insurance for individuals receiving Vehicle Allowances.
7. Pay select entry – Journals and Deposits weekly.
8. Process preliminary, monthly, and year-to-date general ledger closings:
  - a. Prints and maintain copies of all reports.
  - b. Distributes copies to various individuals.
9. Audit Closings (January – June)
10. Prepare and file liens on delinquent grass cutting and/or condemnation invoices, along with subsequent cancellation letters upon receipt of payment.
11. Set up promissory notes for grass cutting/condemnations (as needed).
12. Correspond with Sheriff's Office for seizure sales and adjudicated properties.
13. Prepare spreadsheet and word documents to turn over outstanding debt for grass cutting and/or condemnations to the Tax Department for the Tax Roll (annually).
14. Prepare various audit schedules as needed.
15. Maintain Pool Cars – fuel, maintenance, oil change, inspections stickers and work orders as well as reserving.
16. Investment Checks including Library and TARC with deposit entry and bank deposit.
17. Any other duties, projects or request assigned by Supervisor.

**OTHER REQUIREMENTS:**

1. Must be mathematically sharp.
2. Louisiana driver's license (good standing with State of Louisiana).
3. Must be able to handle multi-task.

**EDUCATION/EXPERIENCE:**

1. Two years experience in accounting activities required.
2. College or trade-school accounting courses a plus.
3. Knowledge of the Personal Computer and data entry.
4. Knowledge of basic office machines required (10-key calculator, typewriter, copier, printer, and fax).