

# ACCOUNTING SPECIALIST II

Finance | Accounting | Investments



## SUMMARY

Balance the Parish bank statements, enter data, print various financial reports, and maintain delinquent grass cutting invoices. Answer phones for Accounting Division and direct all visitors, process court warrant and utility refund payments, prepare billings for paving and sewerage as well as city court fines. Process monthly and annual general ledger closing with Investment Officer, and assist to prepare and file liens on delinquent grass cutting or condemnation invoices.

### JOB OVERVIEW

#### Starting Pay

\$14.42 - \$18.52 per hour

#### Schedule

Monday - Friday

#### Shift

8 a.m. - 4:30 p.m.

### LOCATION

Government Tower

### REPORTS TO

Investment Officer

### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

### WORK ENVIRONMENT

Frequent interactions with members of the public

## ESSENTIAL FUNCTIONS

1. Answer phones and direct visitors at front window.
2. Reconcile bank statements to general ledger.
3. Prepare various journal entries for bank reconciliations, gas distribution, gas meter installations, sanitation and sewerage funds.
4. Enter data to the midrange system (AS/400) for journal entries, manual checks, and deposits, and file documents as needed.
5. Maintain insurance for employees receiving vehicle allowances.
6. Maintain documentation for employees receiving cell phone allowances.
7. Enter pay select data and process journals and deposits weekly.
8. Prepare various schedules as needed.
9. Process court warrants and utility refund payments as needed.
10. Process street light vouchers, and prepare billings for city court fines and assessments for paving and sewerage.
11. Fully maintain Parish pool vehicles including, fuel, maintenance, inspections, work orders, and reservations for use.
12. Prepare investment checks including library and Terrebonne ARC.
13. Process general ledger closing monthly and distribute copies to various individuals.
14. Balance interfund and perform interfund analysis.
15. Assist Investment Officer to prepare and file liens on delinquent grass cutting or condemnation invoices, along with subsequent cancellation letters upon receipt of payment.
16. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Strong mathematical and problem-solving skills.
2. Superior verbal and written communication (including spelling and grammar), organizational, collaboration, and interpersonal skills.
3. Detail-oriented, excellent follow through, able to multi-task, and work well under tight deadlines.
4. Dependable, pleasant, and greet visitors courteously.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. College or trade school accounting courses are a plus.
3. Minimum of two (2) years of experience in accounting activities required.
4. Proficient in Microsoft Word and Excel, as well as basic office machines.
5. Possess and maintain a valid Louisiana driver's license.



Questions? No problem! Email us at  
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