

ACCOUNTING SPECIALIST II

Finance | Accounting | Accounts Receivable



SUMMARY

Reconcile daily teller cash reports, and prepare bank deposits and related cash reports. Prepare and reconcile accounts receivables, billings, related computer schedules, and follow-up collections.

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

Accounting Manager

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with members of the public

ESSENTIAL FUNCTIONS

1. Reconcile daily teller cash receipts, and prepare bank deposits and related cash reports.
2. Prepare and reconcile accounts receivables, billings, related computer schedules, and follow-up collections.
3. Submit delinquent accounts to collection agencies monthly.
4. Enter data and reconcile garbage requisitions and fuel transactions.
5. Deposit, disburse manual checks, and prepare journal entries for criminal court fund.
6. Disburse manual checks, such as insurance and taxes.
7. Research and process incoming checks payments.
8. Record checks and refunds for all bid bonds.
9. Prepare various journal entries and audit schedules as needed.
10. Relieve switchboard operator and receptionist as needed.
11. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong mathematical skills.
2. Detail-oriented, excellent follow through, and able to multi-task.
3. 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 three (3) 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
employment@tpcg.org.