

**CareerSource Central Florida  
JOB DESCRIPTION**

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**JOB TITLE:** Accounting Specialist  
**DEPARTMENT:** Finance and Accounting  
**REPORTS TO:** Accounting Manager  
**GRADE:**  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs work in the Finance and Accounting department. Reconciles and pays bills in a timely and accurate manner. Cross-trains and serves as back-up for members of a highly functional team. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this job title. It is not necessarily descriptive of any one position in the job title. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Essential Function	Percentage of Time
Properly code invoices to proper allocation or distribution codes; reconciles and pays ongoing invoices; communicates any discrepancies found on invoices; enters invoices into accounting system	60%
Manages incentive card inventory/serves as payroll point of contact; makes payroll adjustments as necessary	10%
Maintains and reconciles fixed assets records and general ledger (GL) accounts, records annual depreciation, and conducts audits of fixed assets	2%
Prepares and submits weekly estimated expenses. Processes reports to perform end of month reconciliations for assigned accounts.	10%
Receives and enters mileage usage spreadsheets for company vehicles from various centers into database at the end of each month; generates the expense distribution code to use for vehicle expenditures	10%
Cross-trains and serves as backup to a highly functional team.	8%

**SUPERVISION:**

**Supervision Received** - Work is performed under minimal supervision with latitude for the use of initiative and independent judgment.

**Supervision Performed** - No supervisory responsibility required.

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**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by two or more years' accounting experience; or an equivalent combination of education, certification, training, and/or experience.

**PREFERRED QUALIFICATIONS:**

Associates or higher degree in accounting, finance, or a related field; Tier 1 certifications.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of accounting principles and practices
- Knowledge of multi-funded quasi-governmental entities and cost allocation principles and practices
- Knowledge of payment processing and receipt processing procedures
- Skill in time management and work organization
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and application software for financial transactions
- Ability to meet or exceed established performance goals and monitoring standards
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to follow oral and written instructions
- Ability to communicate in English effectively orally and in writing

**PHYSICAL REQUIREMENTS:**

Tasks involves light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds); and minimal dexterity in the use of fingers and limbs in the operating of office equipment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity. Some tasks require visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

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This job description does not constitute an employment agreement between CareerSource Central Florida and the employee and is subject to change by WCF as the needs of WCF and requirements of the job change.

Workforce Central Florida is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, WCF provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this job description and hereby certify that I am able to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date