

**St. Tammany Parish Sheriff's Office**  
**Job Description**

**Job Title:** Accounting Specialist I  
**Department:** Finance/Accounting  
**Reports To:** Accounting Specialist II or III or Accounting Supervisor as assigned  
**FLSA Statu:** Non-exempt  
**Prepared Date:** 07/15/2015  
**Salary Range:** \$27,029– \$34,224

**SUMMARY** - Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Compile and sort documents, such as invoices and checks, substantiating business transactions.

Verify and post details of business transactions to ledgers or computer spreadsheets and databases.

Compute and record charges, refunds.

Prepare vouchers, invoices, billing preparation, checks, account statements, reports, and other records and reviews for accuracy.

Reconcile report discrepancies and problems.

Reconcile General Ledger.

Reconcile Bank Statements.

Review computer printouts against manually kept ledgers and make corrections.

Prepare invoice deduction notices, as necessary.

Audit freight bills against freight manifests.

Answer vendor inquiries.

Prepare accounts payable checks.

Process online payments and post to financial software.

Print all accounts payable reports and maintain all accounts payable files.

Prepare analysis of accounts.

Assist with accounts receivable collection and special projects.

Help with processing vendor W-9's for annual 1099 reporting.

**SUPERVISORY RESPONSIBILITIES** - This job has no supervisory responsibilities.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION** and/or **EXPERIENCE** - Associate Degree in accounting preferred or three to five years related experience in accounting and/or training; or equivalent combination of education and experience. Applicant must be highly proficient in Microsoft Excel and a detail oriented individual.

**LANGUAGE SKILLS** - Ability to read and interpret documents. Ability to present information and respond to questions from employees of organization. Ability to read, analyze, and interpret financial reports, legal documents, or governmental regulations.

**MATHEMATICAL SKILLS** - Ability to calculate figures and amounts such as discounts, interest, and percentages.

**REASONING ABILITY** - Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, or oral form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS** - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate (minimum age of 18 years); Social Security Card.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT** - The noise level in the work environment is moderately quiet, with frequent interruptions and multiple demands. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TRAVEL** - This position is primarily based in Slidell, but occasional travel to Covington may be required.

**SUMMATION** - Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**PLEASE COMPLETE AN ON-LINE APPLICATION AT [WWW.STPSO.COM](http://WWW.STPSO.COM) AND SUBMIT YOUR RESUME TO [HUMANRESOURCES@STPSO.COM](mailto:HUMANRESOURCES@STPSO.COM). FOR MORE INFORMATION, PLEASE CONTACT HUMAN RESOURCES AT 985-726-7700.**