

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Account Specialist

Class Code: 1091

Pay Grade: 513

(pay grade changed from 512 to 513 as a result of
the 1999-2001 AFSCME pay grade review process)

GENERAL CLASS DESCRIPTION:

Under general supervision, performs general payroll and budget functions for a major segment of the institution. Duties may involve the use of personal computers, computer terminals, and a variety of software including the use of on-line accounting systems, and/or conventional office equipment. May provide functional supervision.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Monitors financial, personnel, and operational activities for a number of accounts and divisions; analyzes requests and recommends appropriate source of funds to cover expenditures; prepares periodic reports.
2. Processes and updates payroll and payroll records.
3. Initiates requisitions and vouchers; maintains accounting records; reconciles monthly accounting statements for a number of accounts; balances accounts receivable and accounts payable; verifies expense vouchers and processes cash advances.
4. Maintains and coordinates a major Accounts Receivable Billing system.
5. Provides information concerning policies and procedures related to the area of assignment.
6. Keeps records of deposits and payments.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of bookkeeping principles and practices.
2. Knowledge of spreadsheets and on-line accounting systems.
3. Knowledge of accounting forms and procedures of the institution.
4. Skill in operating office equipment.
5. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
6. Ability to perform arithmetic computations.
7. Ability to gather, analyze, and display data in appropriate format and keep accurate records.
8. Ability to make decisions requiring interpretation and judgment.
9. Ability to exercise functional supervision over employees.
10. Ability to communicate effectively with staff, students, and the public.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Five years of clerical office experience, including three years experience with bookkeeping procedures, or
2. Any combination of directly related post high school education in an accredited school and directly related clerical experience which totals five years.

REVISION EFFECTIVE: July 1, 2000