

CITY OF LOMA LINDA
ACCOUNTING SPECIALIST

THE POSITION

Under general supervision, performs a variety of specialized, technical, and complex clerical work of above average difficulty in connection with the preparation, review, and maintenance of fiscal and statistical records; performs other duties as may be assigned.

QUALIFICATIONS

Education and/or Experience: Graduation from high school or equivalent, and seven to ten years of increasingly responsible clerical/accounting experience which includes review and maintenance of municipal fiscal records and municipal fiscal account transactions, including or supplemented by specialized clerical/accounting training.

Knowledge of: City policies and procedures involved in the preparation and processing of fiscal records; procedures, methods, and office equipment used in financial transactions and record keeping. Proficient in Microsoft Office software including Excel, Word and Publisher.

Skills in: the operation of a variety of office equipment, including adding machine, binding, printer/copier and cash register system.

Ability to: work independently; analyze unusual situations involved in fiscal, financial, and statistical record keeping systems and resolve through application of City policy; make arithmetical calculations quickly and with accuracy; understand, apply and detect errors in specific segments of an accounting record keeping system; understand and follow verbal and written directions; communicate effectively; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships.