



## Accounting Specialist II

**Supported By/Director/Supervisor:** Assistant Treasurer

**FLSA Status:** Non-exempt

### Position Description

The Accounting Specialist II performs administrative, clerical, and financial support functions for the Treasurer's Office within a collaborative, team-based environment and assists the Treasurer with day-to-day operations by supporting office workflows, maintaining records, and contributing to efficient financial and administrative processes.

| Task Title /Domain                          | Essential Job Functions                                                                                                                                                                                                                                                                                                                                                | % Time Spent (estimate)                   |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Invoice & Reimbursement Processing          | <ul style="list-style-type: none"> <li>Implement and process invoices, mileage reimbursements, and other payment requests for multiple entities.</li> <li>Create and distribute invoices to departments and external partners.</li> <li>Review documentation for accuracy, completeness, and compliance.</li> </ul>                                                    | 80% - Tasks will vary based on assignment |
| Payroll Processing & Support                | <ul style="list-style-type: none"> <li>Assist with payroll processing including data entry, verification, and reconciliation.</li> <li>Maintain payroll records and ensure timely and accurate payments.</li> <li>Support payroll reporting and submission requirements.</li> <li>Research and resolve payroll discrepancies.</li> </ul>                               |                                           |
| Accounts Payable & Receivable               | <ul style="list-style-type: none"> <li>Process accounts payable and receivable transactions.</li> <li>Track payments, receipts, and outstanding balances.</li> <li>Reconcile accounts and resolve discrepancies.</li> <li>Communicate with vendors and internal staff regarding payment status.</li> </ul>                                                             |                                           |
| Grants & Fiscal Agent Support               | <ul style="list-style-type: none"> <li>Assist with tracking and reporting of grant funds and expenditures.</li> <li>Support compliance with federal, state, and local grant requirements.</li> <li>Maintain documentation for fiscal agent programs.</li> <li>Prepare and submit required grant-related reports.</li> </ul>                                            |                                           |
| Financial Reporting & Reconciliation        | <ul style="list-style-type: none"> <li>Prepare, review, and reconcile financial data and reports.</li> <li>Assist with month-end, quarter-end, and year-end processes.</li> <li>Support audit preparation &amp; documentation</li> </ul>                                                                                                                               | 5%                                        |
| Customer Service & Administrative Support   | <ul style="list-style-type: none"> <li>Provide support to staff, districts, vendors, and external agencies.</li> <li>Respond to inquiries related to payroll, accounts, and financial processes.</li> <li>Maintain vendor records, update information, and manage administrative data.</li> <li>Prepare Board-related materials or documentation as needed.</li> </ul> | 5%                                        |
| Systems & Data Management                   | <ul style="list-style-type: none"> <li>Enter, update, and maintain data in financial and payroll systems</li> <li>Ensure data integrity across systems and reports.</li> <li>Assist with troubleshooting and resolving system-related issues.</li> </ul>                                                                                                               | 5%                                        |
| Other Duties as Assigned / Special Projects | <ul style="list-style-type: none"> <li>Support the Treasurer's Office with special projects and process improvements.</li> <li>Assist with implementation of new procedures, systems, or reporting requirements.</li> </ul>                                                                                                                                            | 5%                                        |

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### **Qualifications**

Employment in this position is contingent upon compliance with applicable pre-employment requirements, including the satisfactory completion of required criminal records checks and fingerprinting in accordance with Ohio Revised Code § 3319.39 and other applicable laws and HCESC policies.

#### **Required**

- **Education**
  - High school diploma or equivalent.
- **Technical Expertise**
  - Working knowledge of accounting and finance principles, preferably in a payroll or school finance environment.
  - Proficiency in Microsoft Office applications, especially in Excel and Word.
  - Strong analytical, problem-solving, and decision-making skills.
  - Effective written and verbal communication practices.
  - Demonstrate attention to detail, organizational skills, and project management ability.
  - Ability to work independently and meet deadlines in a time-sensitive environment.
  - Maintain confidentiality and handle sensitive information with discretion.

#### **Preferred**

- **Education**
  - Bachelor's degree or higher, preferably with a concentration of study in a business adjacent field.
- **Work Experience**
  - Two or more years of related post-high school training and/or experience in accounting, payroll, or finance.
- **Technical Expertise**
  - Experience with the Uniform School Payroll/Accounting Systems (USPS/USAS).
  - Experience working with grants, fiscal agent services, and the CCIP system.
  - Experience with SCView application and processes.

### **Supervisory Responsibilities**

- This position does not typically include direct supervisory responsibilities.
- May provide guidance, training, or support to new or less experienced staff.
- May assist in coordinating workflow and reviewing work for accuracy within assigned functional areas.

### **Financial & Asset Management**

- Processes, maintains, and monitors financial transactions including payroll, accounts payable, accounts receivable, and grant-related activities.
- Assists in the preparation, reconciliation, and maintenance of financial records, reports, and supporting documentation.
- Ensures compliance with applicable federal, state, and local regulations, including grant and fiscal agent requirements.
- Supports financial reporting, audit preparation, and documentation for internal and external stakeholders.
- Utilizes financial and payroll systems (e.g. State Software) to accurately record and manage financial data.
- Identifies and resolves discrepancies in financial records and transactions.

## **Interactions & Decision-Making**

- Interacts with internal staff, school districts, vendors, and external agencies to provide support and resolve financial and payroll-related inquiries.
- Exercises independent judgment in processing transactions, identifying discrepancies, and determining appropriate resolution within established guidelines.
- Escalates complex issues or non-routine matters to the Treasurer or other designated leadership.
- Collaborates with team members to ensure accurate, timely, and efficient financial operations.
- Provides customer-focused service while maintaining professionalism and confidentiality.

## **Knowledge & Skills**

### **Knowledge (Business & Management, Operations & Technology, Services, and Safety & Legal)**

- Basic
  - General office procedures and administrative practices.
  - Customer service principles and professional communication.
  - Basic understanding of data entry and recordkeeping practices.
  - Awareness of workplace safety expectations and confidentiality standards.
- Intermediate
  - Accounting and financial processes (e.g., payroll, accounts payable/receivable).
  - Business operations within a public sector or school finance environment.
  - Use of office technology and software (e.g., Microsoft Office Suite, especially Excel).
  - Understanding of internal controls, reconciliation processes, and standard reporting procedures.
  - Knowledge of applicable policies, procedures, and compliance requirements.
- Advanced
  - Financial systems and state software (e.g., USPS/USAS or similar platforms).
  - Payroll processing procedures, including regulatory and reporting requirements.
  - Grant management and fiscal agent processes, including compliance with state and federal guidelines.
  - Interpretation and application of financial policies, procedures, and audit requirements.
  - Data analysis, reconciliation, and error resolution across multiple financial systems.
- Expert
  - Not typically required for this position.

### **Skills (Basic, Process, Resource Management, Social, Systems, and Technical)**

- Basic Skills
  - Data entry and record maintenance
  - Written & Verbal Communication
  - Time management and organization
  - Attention to detail
- Process Skills
  - Processing payroll, invoices, and financial transactions
  - Reconciling accounts and identifying discrepancies
  - Preparing financial reports and documentation
  - Following established procedures and workflows with accuracy
- Resource Management Skills
  - Managing workload priorities to meet deadlines
  - Efficient use of systems, tools and financial data
  - Supporting allocation and tracking of financial resources within assigned functions
- Social Skills
  - Providing customer service to internal and external stakeholders
  - Collaborating effectively within a team-based environment
  - Maintaining professionalism and confidentiality
  - Communicating financial information clearly to non-technical users

- **System Skills**
  - Working within financial and payroll systems
  - Navigating and maintaining data across multiple systems
  - Identifying system-related issues and escalating when necessary
- **Technical Skills**
  - Proficiency in Microsoft Excel (e.g., formulas, data organization, basic analysis)
  - Use of accounting and payroll software
  - Ability to generate and interpret financial reports
  - Basic troubleshooting of data and system inconsistencies

The essential functions, qualifications, physical and sensory abilities, mental and psychological demands, and work environment requirements described in this job description are representative of those necessary to successfully perform the duties of the position. A qualified individual must be able to perform the essential functions of the position, with or without reasonable accommodation.

Hamilton County Educational Service Center will provide reasonable accommodations to qualified applicants and employees with disabilities, as required by applicable law, unless doing so would impose an undue hardship. Employees or applicants who require a reasonable accommodation to participate in the application process or perform the essential functions of the position should contact Human Resources.

### **Working Environment (Physical, Mental, & Psychological Demands)**

#### **Work Type**

- Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.
- The position primarily involves sitting for extended periods while performing computer-based tasks; however, it may require occasional standing and walking within the office.
- Duties may include handling files, documents, and office materials, and occasional movement between workstations or offices.
- Work is performed at a consistent pace with frequent use of hands and arms for data entry and operation of office equipment.

#### **Physical & Sensory Abilities**

- Ability to remain seated for extended periods while working at a computer.
- Frequent use of hands and fingers for typing, data entry, and operating office equipment.
- Visual acuity required to review detailed financial data, spreadsheets, and reports.
- Ability to read, analyze, and interpret electronic and printed documents.
- Occasional lifting and handling of light materials (e.g., files, documents, office supplies).

#### **Mental and Psychological Demands:**

- Sustained attention to detail and high level of accuracy in a data-driven environment.
- Ability to manage multiple tasks, priorities, and deadlines simultaneously.
- Analytical thinking and problem-solving to identify and resolve discrepancies.
- Ability to interpret and apply policies, procedures, and regulatory requirements.
- Adaptability to changing priorities, systems, and regulatory updates.
- The work for this position sometimes involves stressful or sensitive situations, such as meeting deadlines or dealing with unhappy people, but these are brief and infrequent.

#### **Work Environment**

- Work is performed in a standard office setting within a collaborative, team-based environment.
- Frequent interaction with internal staff, school districts, vendors, and external agencies.
- Environment requires adherence to confidentiality standards and data security practices.
- May involve periods of increased workload and pace during critical financial processing times.

**Typical Noise Level**

- Work environment is generally quiet to moderate, consistent with a professional office setting.

No personal protective equipment (PPE) is used to perform the duties of this position.

*Hamilton County Educational Service Center is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal and state laws. HCESC provides reasonable accommodations to qualified applicants and employees with disabilities in accordance with applicable law.*