

Market Range Detail - Accounting Specialist

Effective Date

September 19, 2011

Market Range Title Description

Positions in this market range title are responsible for performing routine to senior level account maintenance, bookkeeping, and clerical accounting work such as accounts payables and/or receivables. Job duties typically include: reconciling accounts; posting information and balancing general or subsidiary ledgers and accounts; processing payments and/or billings; compiling monthly closings and annual reports; maintaining accounting and financial records; researching account issues. Senior level incumbents may provide training and/or direct the work of less experienced employees.

Market Range

Minimum Hourly Rate

\$13.91

Midpoint / Hiring Maximum

\$18.87

Maximum Hourly Rate

\$23.83

Likely Minimum Qualifications

- High School Diploma or GED
- Two years of clerical accounting, bookkeeping or specialized administrative experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Accounting Assistant
- Accounting Technician
- Judicial Financial Clerk
- Accounting Document Processor
- Accounts Payable Specialist
- Senior Accounting Document Processor
- Accounting Specialist
- Estate Analyst
- Senior Accounting Specialist

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.