

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title:** Accounting Specialist II  
**Department:** Rowan Transit System  
**Revised:** September 2020

**Class:** Professional  
**FLSA:** Non-exempt

*This job description supersedes any prior description for the Accounting Specialist II classification.*

### **GENERAL DESCRIPTION**

Coordinates, develops and assists with the administration of public transit and transportation grants and manages the Rowan Transit office Responsible professional level accounting work involving judgement in applying rules, regulations and accounting techniques to the recording and reporting of financial transactions and grant submissions. Extremely responsible administrative work including supervision of office dispatchers and assisting department director. Work is performed fairly independently under the supervision of the department director, who reviews work through observation and discussions. Supervises and coordinates the work of multiple transit dispatchers.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class).

Manages the Rowan Transit office operations and supervises dispatch personnel.

Responsible for Grants Development/Management/Compliance and reporting; coordinates management of state and federal public transit grants; responsible for grant preparation and submittal.

Works with Transit Operations Manager to complete all National Transit Database requirements including annual final report and FTA Certifications and Assurances.

Ensures preparation of capital and operating transportation grants and coordinated related grant activity including research for additional funding sources; responsible for the application to and implementation of emergency grant funds.

Participates in the preparation and management of all transit finances including annual operating budget and capital improvement planning.

Assists in the development of County Board of Commission and Transit Advisory Committee reports; communicates grant activity.

Completes governmental forms for reporting state and federal revenues, reimbursements and expenditures.

Maintains a variety of ledgers and journals related to the accounting and grant records of Transit; makes and corrects entries, analyzes balance sheets and expenditure reports.

Audits a variety of standardized accounting records and procedures; Directs and assists with external audits; Coordinates with other departments or staff as needed.

Oversees the development and distribution of monthly invoices and completes billing adjustments and corrections.

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Receives calls to enroll individuals for services and verifies eligibility and funding source.

Performs various clerical functions including filing, composing and/or proofreading letters, reports, memorandums and procedures.

Assists director with planning and execution of community building activities involving all stakeholders; Assists director with documentation and inspection of contractors through performance reports and site visits.

### **OTHER JOB FUNCTIONS**

May assist the Transit Operations Manager with driver ride along and vehicle inspections.

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to establish and maintain effective working relationships with County officials, co-workers, governmental organizations, transit riders and all other stakeholders.

Considerable knowledge of accounting principles, auditing practices and government grant processes.

Ability to make journal entries, reverse entries and corrective entries; identify and correct financial problems and bookkeeping errors.

Ability to prepare, interpret and present analytical accounting and financial statements and reports.

Ability to use judgement and discretion in interpreting and applying federal, state and local fiscal regulations.

Capability to plan, organize, and review work, work flow, and procedures; ability to analyze problem areas of work and recommend solutions to the Airport & Transit Director.

Ability to interpret policies, rules, regulations, and procedures.

Proficient in computer software applications including Microsoft Word, Excel, Outlook and PowerPoint.

Thorough knowledge of modern office practices, procedures and technology.

Knowledge of supervisory and customer services principles.

Ability to communicate effectively orally and in writing.

### **PHYSICAL REQUIREMENTS**

Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Work in this class may occasionally be exposed to adverse environmental conditions. Employee is not substantially exposed to hazardous materials.

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**EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

**MINIMUM EXPERIENCE AND TRAINING**

Bachelor's Degree from an appropriately accredited institution in Accounting, Business Administration, or a related field and one year of accounting or auditing work experience; or an Associate's Degree from an appropriately accredited institution in Accounting and three years of accounting or auditing work experience; or an equivalent combination of education and experience. Possess or obtain a NC Notary Commission within six months of hire. A valid driver's license is required.

Prefer experience with a public transit system including knowledge of NCDOT Partner Connect, OPSTATS, Medicaid NEMT and NTRACKS and transportation grants including but not limited to ROAP, 5307, 5310, 5311 and HCCBG and the DHHS WIRM financial system.

**This job description does not create an employment contract,  
implied or otherwise.**