

ACCOUNTING SPECIALIST

OVERALL JOB PURPOSE STATEMENT

The job of Accounting Specialist is done for the purpose of overseeing and coordinating the work of accounting clerks; performing difficult accounting technical work requiring independent judgment and knowledge related to District financial procedures; performing clerical tasks related to these assignments.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the fiscal series ensure proper processing of accounting and budgeting data and provide necessary financial information to management. They provide for timely delivery of checks, payroll, billing invoices and other accounting-related records, reports and materials and provide audit trails and assist in resolving accounting-related issues and disputes. The Accounting Specialist is an advanced-level classification which performs responsible and complex accounting functions requiring in-depth knowledge concerning technical application of accounting and accounting control principles. Positions in this class operate with significant freedom to act independently within the scope of the established accounting system, are typically assigned complete responsibility for specific accounting functions, oversee and coordinate the assignments and work of Accounting Assistants and serve as a technical advisor to the Controller on financial system development and implementation. This class differs from the Accounting Assistant class which performs accounting and related clerical work of above average difficulty requiring independent judgment over an established function such as accounts payable. The Accounting Specialist differs from the Accounting Technician which is responsible for performing the accounting functions of a department or major program and differs from the Budget Analyst which is responsible for assisting the Controller in the establishment and maintenance of the District's financial systems.

ESSENTIAL FUNCTIONS

- Establishes/maintains statistical and financial information systems, records, files, inventories and other accounting records for the purpose of ensuring proper processing of data and providing necessary information on assigned accounts, programs or special projects.
- Reconciles/audits differences for the purpose of balancing and adjusting accounts, processing documents and providing for a timely delivery of checks, billing invoices and other accounting related materials.
- Prepares/processes documents, data, information and payments (e.g. purchase orders, invoices, salary and benefit forms, etc.) for the purpose of completing financial transactions such as those associated with payments, purchase orders, invoices, salary and benefits, through the financial system.
- Sets up/maintains District accounts and general ledger accounts for the purpose of ensuring comprehensive and accurate accounting of data and transactions for assigned accounts.

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- Posts/assembles/tabulates/compares financial and statistical data for the purpose of maintaining, updating and reconciling accounts, coding purchase orders and encumbering payments with correct budget information.
- Generates/compiles/prepares/distributes statistical and accounting reports, financial statements, and records for the purpose of providing information, obtaining verification of accuracy and/or establishing an audit trail.
- Assists individuals, school districts departments, county, state and other agencies for the purpose of providing information, interpreting and applying accounting rules and regulations, resolving disputes and facilitating accounting operations.
- Documents activities/actions for the purpose of providing accurate record/s and an audit trail.
- Monitors files, budgets, expenditures, and invoices for the purpose of verifying computations, assuring proper authorization and appropriate accounting coding and maintaining audit trail.
- Attends in-services, classes, workshops, conferences for the purpose of implementing new policies and procedures in the District.

OTHER FUNCTIONS

- Performs other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; accounting practices and procedures; applicable sections of State Education Codes and other federal, state, county and district laws, policies, rules and regulations.

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining

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confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

RESPONSIBILITY

Responsibilities include: working under limited supervision focusing primarily on results; directing other persons within a small work unit; and monitoring the use of funds. Significant utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING CONDITIONS

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 5% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

EDUCATION

High School Diploma or equivalent supplemented by courses in bookkeeping and accounting.

EXPERIENCE

Three years of increasingly responsible experience in financial or statistical record keeping at least one year of which must have been in a school district.

REQUIRED TESTING

None Specified

CERTIFICATIONS AND LICENSING

None Specified

Continuing Education/Training

None Specified

OTHER REQUIREMENTS

Criminal Justice/Fingerprint Clearance; TB Clearance