

	Accounting Specialist (previously Senior Account Clerk)	Classified Position Initial Date: September 8, 1976 Board Approval: May 8, 2012 Revision Date: May 8, 2012 Personnel Commission: June 20, 2012 Range: 50 Reports to: Assigned Supervisor
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the assigned supervisor, performs a variety of complex accounting duties involved in the maintenance of the District's financial and accounting activities; performs a variety of technical payroll accounting duties related to the preparation, processing, and maintenance of the District's payroll; develops and monitors assigned budgets; and performs other related work as required. This job class functions in an independent manner and includes extensive contact with staff, regulatory agencies, and co-workers, exercising a high degree of tact, discretion, and judgment.

REPRESENTATIVE DUTIES:

- Monitors the general ledger and prepares related adjusting entries as needed to ensure the District's financial information is accurately reported in accordance with generally accepted accounting principles and standards, State and Federal laws, and District established standards.
- Assists in the development and revision of assigned budgets; continually monitors assigned budgets to ensure availability of funds; recommends and prepares budget adjustments as needed
- Reviews and inputs purchase orders; audits and processes reimbursements and accounts payable transactions ensuring that payments are made in accordance with contract terms, established policies, procedures, and regulations
- Processes and maintains payroll and related data (e.g, time sheets, withholding information, 403(b) and 457 compliance, employment verifications, adjustments); accurately computes salaries and deductions; verifies payroll documents for proper account codes, pay rates and related data
- Maintains employee attendance records; verifies and inputs individual sick leave and vacation allowances and usage
- Maintains, audits, and processes periodic replenishments related to petty cash; reconciles bank accounts and revolving accounts monthly
- Prepares account receivable billings; monitors outstanding receivables and takes authorized steps in collections
- Prepares and maintains a variety of financial, statistical, and computerized spreadsheets related to assigned activities; prepares a variety of special financial, payroll, and budgetary reports as requested by administration, California Department of Education, and other agencies
- Verifies and processes applications and fees for services checking for completeness, accuracy, and determining eligibility within established guidelines; communicates with staff and general public to answer questions and resolve discrepancies related to submitted applications and fees
- Provides assistance, assembles information, and responds to requests from external auditors or other agencies regarding financial, budget, or payroll information
- Serves as resource person to other departments, employees, and the general public by answering questions and providing advice on budgeting, payroll, accounting and fiscal matters
- Works collaboratively with the Human Resources Department on issues related to position control, employee pay, and coordination of State Disability and Worker's Compensation and District and site personnel
- Serves as a backup to other business office positions and performs related duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of generally accepted accounting principles and standards, Governmental Accounting Standards Board (GASB) standards for accounting and financial reporting for government agencies

- Knowledge of methods, practices and terminology used in school district accounting including the Standardized Account Coding Structure (SACS) and the California School Accounting Manual (CSAM)
- Knowledge of payroll laws, policies, procedures, and practices including policies, rules, and regulations related to public employee retirement reporting with the California State Teachers' Retirement System (STRS) and California Public Employees' Retirement System (PERS)
- Knowledge of methods and procedures used to accurately forecast and develop budgets
- Ability to complete mathematical calculations quickly and accurately
- Ability to operate standard office equipment including a computer and assigned software programs
- Ability to develop complex Microsoft Excel and other computer-based spreadsheet applications that are formula driven
- Ability to interpret specific sections of the Education Code, District policies, rules, and regulations and apply them with sound judgment
- Ability to work independently including applying initiative and judgment in resolving problems
- Ability to communicate effectively both orally and in writing
- Ability to plan and organize assigned tasks so as to meet established timelines
- Ability to establish and maintain effective work relationships with co-workers and those contacted in the performance of required duties

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required; Associates Degree preferred or college-level course work in a related field
- A minimum of two years of experience in payroll, budget development, or accounting is required
- Proficiency in Microsoft Excel and other computer-based spreadsheet applications is required
- Prior work experience with government agencies or school districts is desirable

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor working environment; office

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.