

## **ACCOUNTING SPECIALIST**

### **DEFINITION**

Under general supervision, performs a variety of advanced technical accounting support and administrative work develops timelines and procedures and coordinate as well as performs advanced and highly responsible payroll, benefits and accounting processing, reconciliation, verification, administration and reporting duties in support of the District's Fiscal Services processes; and performs related duties as assigned.

### **ESSENTIAL DUTIES**

- Provide direction and assistance to department staff in the processing of accounts payable, accounts receivable, abatements, ASB, accounting, and budget monitoring. Monitor the timely preparation of accounts payable warrants, accounts receivable transmittals, and budget transfers
- Utilizes spreadsheet programs and computer database systems, calculates, creates, enters, posts, verifies, handles and retrieves a wide variety of routine to advanced payroll, benefits, accounting and financial data, reports and information
- Develops, reviews, updates and/or distributes a wide variety of specialized reports and spreadsheets; compiles, calculates and verifies data and information from a variety of sources; reviews and audits reports, identifies discrepancies, notifies supervisor and other appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner
- Develops procedures, reviews, verifies, audits and processes accounts payable, accounts receivable and accounting transactions; reviews supporting documentation for accuracy, completeness and required approvals; interacts with District staff and vendors to correct errors and resolve discrepancies; makes changes to documents as needed; audits and adjusts source documents; monitors department and program budgets and notifies appropriate personnel as needed; answers and resolves questions from County staff
- Plans, develops, and participates in workshops including preparing presentation handouts and materials and making presentations
- Participates in formulating estimated actual data and the district budget; prepares and revises budget, expenditure and intra-District transfers to ensure department and site budgets are in balance; prepares documentation for and participates in department and site budget meetings
- Participates in 1st Interim, 2nd Interim and year-end closing procedures; prioritizes workload to comply with County deadlines; generates and distributes reports to clear prior year items and resolves items according to established procedures; researches, identifies and adjusts and prepares closing entries
- Reviews, verifies, and audits Fixed Assets; reviews supporting documentation for accuracy, completeness and proper application of GASB34; interacts with District staff and vendors to correct errors and resolve discrepancies; makes changes to documents as needed; audits and adjusts source documents
- Provides accurate and timely information and assistance to internal and external customers; researches and handles daily inquiries from customers on matters related to areas of responsibility; serves as point of contact for County and private auditors during annual audits; as directed, provide training to staff on financial, payroll, benefit and accounting systems and procedures
- Provides advanced technical support for special projects as assigned

### **QUALIFICATIONS**

**Knowledge of:** Theory, principles, practices and techniques of public school and grant budget development and administration; county, state and federal law and regulations applicable to fiscally related matters; computer tools and software, particularly as related to statistical analysis, modeling, data management and manipulation; principles, practices and methods of administrative, budgetary, economic and procedural analysis; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; the County's financial system, its usage and requirements.

**Ability to:** Operate a personal computer and spreadsheet, word processing, financial modeling and other standard software; analyze budget and financial information and make sound recommendations within areas of responsibility under critical deadlines; understand, interpret, explain and apply federal, state, local and District laws, regulations and policies regulating budget development and administration and financial reporting and recordkeeping; select appropriate methodologies and perform mathematical and statistical calculations and analyses; prepare clear, concise and comprehensive financial and budget analyses, reports and presentation materials; exercise sound independent judgment within general policy guidelines; make clear, effective oral presentations to groups and individuals; establish and maintain effective working relationships with District managers, staff and others encountered in the course of work.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out the essential job functions.

- will infrequently exert 10 to 35 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Three years of highly responsible experience in performing accounting, financial, budgetary, or statistical record keeping. Experience in a school district or governmental agency environment is highly desirable.

**Education:** A Bachelor's degree in finance, business administration, accounting, public administration or a closely related field, from an accredited college or university, is required.

**License Requirement:** Verification of a valid California Motor Vehicle Operator's license and a private vehicle.

**Condition of Employment:** Insurability by the District's liability Insurance carrier may be required.