
Position:	Accounting Specialist	FLSA:	Non-Exempt
Department/Site:	Accounting	Salary Grade:	25
Reports to/Evaluated by:	Accounting Manager	Salary Schedule:	Classified

SUMMARY

Performs varied and complex technical accounting duties according to generally accepted accounting principles, established administrative procedures, departmental guidelines, and regulatory requirements applicable to the work. Employee function to accomplish assigned functions according to established schedules, calendars, projects, and programs of the department. Work includes processing and completing accounting transactions, and preparing financial reports using established formats. Consolidates all accounting elements revenues, expenditures, accounts receivable, accounts payable, cash, other current accounts, and cost of services.

DISTINGUISHING CAREER FEATURES

The Accounting Specialist refers to the third in a four-level career path for paraprofessional and senior technical accounting. The Accounting Specialist will demonstrate in-depth knowledge of general accounting practices and will be proficient in general ledger duties. The employees will be proficient in contract agreements and payments, including applicable tax withholding and reporting. This employee will be experienced in Accounts Receivable cash receipts and reconciliation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews contractual agreements for accuracy and completeness. Ensures the appropriate documentation is acquired for tax reporting purposes.
- Assist in the preparation of income tax reporting to federal and state governments.
- Oversees processing and data entry of complex accounting transactions, verifying accuracy and supporting documentation.
- Assists in accurate general ledger receipting, posting and reconciling bank accounts for cash clearing accounts.
- Assists with preparing journal entries to general ledger following established instructions and procedures.
- Processes payments and executes check dispersal and prepares reports. Initiates communication and corrective actions with the County Office of Education as needed.
- Maintains and analyzes various accounting documentation, e.g., requests, consultant agreements, contracts, invoices, and supporting documentation.

- Reconciles, balances ledgers, and compiles financial reports on a recurring basis to reconcile cash receipts, accounts payable, and receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Prepares adjustments to sub-ledgers and ledgers. Processes line item transfers, reviewing each for compliance with accounting standards and rules.
- Verifies and accounts for funds, revenues, and other assets received by the District for specified uses (e.g., conditional uses).
- Reconciles revolving cash accounts used for disbursing funds to meet urgent needs.
- Monitors, verifies, and corrects account codes, budget authorizations, and available and qualifying balances.
- May segregate and apply codes to certain transactions, such as but not limited to, accounts payable. Verifies correct billing.
- Prepares a variety of general accounting, analysis, comparative and aging reports; updates and maintains a wide variety of accounting records and general ledgers.
- Researches, analyzes, resolves, and assists others with accounting transactions and adjustments such as credit memoranda, undocumented purchases and invoices, goods and services not received, returned or refund checks.
- Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.
- Provides administrative support to projects and special assignments that requires gathering information and cooperation from other departments and vendors.
- May prepare correspondence relating to assigned responsibilities.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires an in-depth working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices. Requires an in-depth knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements. Requires in depth knowledge of computer-aided accounting systems to maintain accounts, enter accounting transactions, and extract detail and summary information. Requires working knowledge of financial statements and accounting performance (variance) reports. Requires a working knowledge of office clerical procedures and computer-aided office productivity software. Requires sufficient writing skills to prepare basic business correspondence, accounting instructions, and account footnotes. Requires sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages. Requires the ability to effectively communicate policies and procedures to others who may not have an accounting background.

Abilities: Requires the ability to interpret and apply accounting rules and procedures, sales and use tax

requirements and schedules, and procedures for electronic transfer of accounting information. Requires the ability to learn various vendor accounting requirements and cycles. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize, assign, and prioritize work to meet deadlines and timetables. Requires the ability to work cooperatively with individuals and teams within and outside the department, including vendors. Requires the ability to use a computer, common office productivity software, and specialized accounting software to access databases.

Physical Abilities: Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: The position typically requires completion of an associate degree with college-level curriculum in accounting, bookkeeping, or business practices; supplemented by five (5) years progressively responsible experience in accounting duties. Additional education may substitute for experience.

Licenses and Certificates: May require a valid CA driver's license.