



## Fremont Union High School District

### Position: Senior Account Specialist

<b>Department/Site:</b>	Business Services	<b>Range:</b>	114
<b>Reports to/ Evaluated by:</b>	Director of Business	<b>Work Year:</b>	245
		<b>Months:</b>	12

#### Summary of Basic Functions & Responsibilities

Under the supervision of the Director of Business, performs a variety of technical accounting duties in the preparation, maintenance, and review of financial records and accounts related to accounts receivable, accounts payable, cash receipts, and other technical accounting areas as assigned with limited direction. The major areas of responsibility for this position are Food Services and Modernization. Understands and works effectively with people of differing cultures.

#### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Prepares financial and statistical reports including the monthly and annual closing of the books for Food Services and Modernization. Prepares periodic reports such as those for programs and interdepartmental transfers.
- Consolidates financial information from multiple locations and functions, e.g. food services, to prepare summary financial performance statements.
- Reconciles, balances accounts, 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.
- Verifies and accounts for funds, revenues, and other assets received by the District for specified uses (e.g. conditional uses).
- Prepares and enters cash receipts and cash-equivalent amounts into holding accounts, then disburses into separate accounts by making intra-account transfers through multiple accounting software formats.
- For assignments involving daily sales activity, verifies and balances receipts, enters sales activity to an accounting system, and prepares deposits. Verifies accounts payable obligations and processes/forwards approved invoices for payment.
- Monitors and reconciles depository account.
- Monitors, verifies, and corrects account codes.
- 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.
- Prepares budget transfers and journal entries using SACS coding.
- Assists in the monitoring of approved budgets, facilitates line-item transfers of funds, and produces period reports depicting budget versus actual status.
- 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 require getting information and cooperation from other departments and vendors.
- Prepares State reimbursement claims and other reports required by other work sections and/or external agencies.

- Issues and accounts for durable good or perishable inventory to sites. Prepares charges and account disbursements.
- Accepts, analyzes, and processes applications for free-and-reduced meals, which includes keying the information into meal tracker and student information systems.
- Sends out notification letters to parents.
- Performs yearly verification of income.
- Using the District's point of sale software, run student rosters as needed.
- Prepare monthly State reimbursement claim, including meal counts, eligibility list and enrollment.
- Accurately counts daily cash collection from sites, records cash collection and prepares deposit as appropriate.
- Performs semi-annual stores physical inventory; processes and records adjustments to the general ledger for spoilage and shortages. Periodically checks physical inventory as needed to resolve discrepancies.
- Prepares monthly Profit and Loss statement for Cafeteria Fund.
- Prepares and processes bi-monthly deposit to County Controller's office.
- Processes and pays all Cafeteria invoices; coordinates with other Accounts Payable staff regarding outstanding Cafeteria invoices.
- Coordinates with Food Services Manager regarding weekly pick-up of food and other related supplies. Records actual weekly charges and updates inventory.
- Monitors pick up of items by site personnel; provides accurate record of food and supplies actually received by schools. Notes discrepancies.
- Prepares journal entries to record income and weekly charges by site.
- Prepares correspondence relating to assigned responsibilities.
- Communicates with vendors and District personnel to resolve problems, correct errors obtain authorizations and exchange information.
- Performs financial record keeping for District food service operations, maintains computerized records of accounts receivable, payable and cash sales.
- Processes and pays all Facilities Modernization invoices; coordinates with Facilities Modernization staff regarding any outstanding invoices performs invoice tracking, retention and percent of work completion and monitoring of contract balances.
- Reconciles and pays the District-wide Safeway account.
- Assists external auditors as requested in reviewing the District's financial records, reports and transactions.
- Participates in year-end closing procedures for assigned accounting areas.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills:**

- Requires knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry procedures.
- Requires knowledge of governmental and fund accounting, procedures for accounts payable, accounts receivable, and disbursements
- Requires knowledge of computer-aided software accounting systems, including County Office financial software, to maintain accounts, enter accounting transactions, and extract detail and summary information.
- Requires knowledge of financial statements and accounting performance (variance) reports.
- Requires 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, allocations, ratios, quotients, and percentages
- Requires human relations skill to conduct in-service instruction to database users and to explain technical concepts.
- Requires the ability to learn and apply accounting rules and procedures, sales and use tax requirements, and schedules, and procedures for electronic transfer of accounting information.
- Must be able to audit records and transaction recordings performed at other locations such as child nutrition and accounts receivable, and to perform required operations in a timely manner to meet District and State deadlines.
- Must be able to maintain the privacy of financial and student records and information.
- Must be aware of and sensitive to the needs of a diverse population.
- 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 perform accounting and general math computations quickly and accurately.
- Requires the ability to organize and prioritize work to meet deadlines and timetables.
- Must be able to work independently with little direction.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, calculators, money counter
- Requires the ability to work cooperatively with individuals and work teams, within and outside of department, including vendors, and the ability to resolve conflicts.
- Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.
- Requires knowledge of the California State Accounting Manual as it relates to SACS coding.

#### Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit, often for long periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

#### Education:

- Requires a High School Diploma or its equivalent supplemented by two years of college level course work in accounting, finance or related field, and four years of accounting experience.

#### Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

#### Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.