

PLEASANTON UNIFIED SCHOOL DISTRICT

Job Description

Title:	Accounts Specialist Payable/Receivable	Reports to:	Program Administrator/Supervisor
Job Category:	Fiscal/Accounting	Classification Unit:	Classified
Board Approval:	12/16/2021	Current Salary Grade:	23
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform independent, advanced analytical, complex tasks of accounts payable work in support of the centralized district Fiscal Services Department including preparation of vendor warrants, employee reimbursements, preparation and verification of accounts payable journal entries, 1099 reports, accrual and edit reports.

ESSENTIAL FUNCTIONS:

- Perform a variety of complex accounting duties in support of assigned accounts and functions such as accounts payable, accounts receivable, and purchasing; implement reporting procedures and internal controls; analyze a variety of financial information to evaluate compliance with District and state requirements.
- Receive, review and verify a variety of accounting information such as invoices, warehouse receiving copies, purchase orders, credit memos; input a variety of accounting data into an assigned computer system; initiate queries, review accounts for errors and make appropriate adjustments.
- Develop spreadsheets and generate a variety of computerized lists and reports; maintain a wide variety of fiscal information, files and records, including accounts payable, accounts receivable, contracts, invoices, transfers, cash deposit, purchase orders, and applications; provide updated reference and audit trail for compliance.
- Prepares warrants and warrant register for cancellations, stop payments, replacement and manual warrants. Maintains payment files and provides monthly warrant register summary for Board meeting. Assist with Payroll stale-dated checks.
- Reconcile account balances and discrepancies; maintain accurate account balances; calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; review, adjust and ensure accuracy of ledgers and journal entries; balance, adjust and reconcile accounts; review data for accuracy and completeness; initiate transfers as appropriate.
- Compile information and prepare and maintain a variety of financial and statistical records and reports related to purchase orders, invoices, income, expenditures, grants, budgets and assigned accounts; prepare a wide variety of written materials such as procedures, reports, memos, and letters; document activities, providing written reference, conveying information, and complying with financial, legal and administrative requirements; prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Receive, process, sort, code and file purchase orders, claims, requisitions and invoices as

assigned; prepare invoices for payments; verify invoices and match with purchase orders, checks and receivers; maintain contact with vendors to modify and clarify invoices and resolve discrepancies.

- Process accounts receivable as assigned; collect, receive, code and verify incoming monies; prepare and process receipts; check money totals against receipts and invoices to ensure accuracy; prepare and distribute bank deposits as required; prepare invoices and arrange for billings as directed.
- Research rules and regulations that guide the use of funds, purchasing procedures, reporting requirements and budget modifications; ensure appropriate use of funds in accordance with established guidelines.
- Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.
- Verify the accuracy of account codes and fund uses for purchase orders, employee reimbursement, and direct payments. Contact vendors and staff for supporting documents, outstanding invoices and provide technical support and direction to solve payment discrepancies or concerns.
- Assist with internal and external audits. Compile and prepare payment documents for auditors.
- Assist with year-end closing, communicate with school sites and district departments to close, roll-forward, manually complete purchase orders, and prepare year-end accruals.
- Review, research, maintain, and submit 1099 data for annual tax reporting. Consults with the Purchasing department regarding purchase order discrepancies, including vendor names, coding, and setup. Process monthly and reconcile quarterly state use taxes. Levy vendor's payment according to State instruction.
- Attend and participate in various meetings, workshops and conferences as assigned.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- Assist other personnel for the purpose of supporting them in the completion of their work activities.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, procedures and terminology used in accounting work.
- Financial and statistical record keeping techniques.
- Preparation, review and control of assigned accounts.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Arithmetic computations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Maintains awareness of current GAAP, Education codes, Board Policy, Franchise Tax Board, State Board of Equalization and IRS rules and regulations relating to accounts payable.

Ability to:

- Perform a variety of complex clerical accounting duties in support of assigned accounts and functions.
- Prepare and maintain accurate financial and statistical records and reports.
- Compare numbers and detect errors efficiently.
- Assemble, organize and prepare data for records and reports.
- Process and record accounting transactions accurately.
- Prepare and reconcile statements, ledgers, balance sheets and other financial documents.
- Operate standard office equipment including a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Operate a variety of job-related equipment including computers, calculators, copiers and related office machines.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Manage high-volume, hard deadline workload with accuracy.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: One (1) year of general accounting experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Office work environment. Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- N/A

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.