

Job Description

Job Title: Accounting Specialist

Exemption Status: Nonexempt

Reports to: Superintendent and Business Manager

Dept./School: Business Services

Primary Purpose: Under general supervision, perform bookkeeping and maintain district financial records.

Qualifications: Education/Certification: High school diploma or GED

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Major Responsibilities and Duties:

Accounting

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Compute and record cash receipt summaries.
6. Balance bank statements and work with bank officials to resolve discrepancies in account records.
7. Transfer funds between accounts as directed by Superintendent or business manager.
8. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district and help prepare budget amendments for presentation to board.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Maintain Board Minutes.
12. Handle worker's compensation claims.
13. Reconcile employee health billing.

14. Maintain confidentiality.
15. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 20 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress