

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direct supervision of the Assistant Superintendent of Business Services, perform specialized and technical accounting and fiscally related clerical functions in maintaining accounts payable, financial, and statistical records utilizing manual and computer-assisted processes; plan, organize, and perform audit monitoring and lead technical functions.

ESSENTIAL DUTIES:

- Initiates collaboration and communication with business services department members to provide consistent, excellent customer services and participates in cross-training to support the office, especially as needed during the absence of other team members.
- Performs specialized, technical functions in assembling, tabulating, calculating, verifying, and reconciling fiscally related information and data.
- Performs technical fiscal audit and management operations
- Assists in the revision, formulation, and implementation of improved fiscal record management systems and procedures.
- Print accounts payable checks, revolving cash checks, and registers.
- Match invoices and receiving documents to purchase orders prior to processing payment.
- Perform accounts payable functions relating to supporting documentation to bids, contracts, legal agreements, District credit cards, leases and maintenance agreements.
- Work effectively with vendors, other departments, and school personnel.
- Participate in mid-year and year-end procedures and liability reports, including accruals and audits.
- Utilizes business software for records retention.
- Prepares fiscal data management input material and analyzes, verifies, and reconciles system output reports.
- Makes complex mathematical calculations and verifies the computations for completeness and accuracy.
- Prepares and assists in the preparation of required internal, state, and federal reports including 1099s, as assigned.
- Maintains critical internal control functions to support strong fiscal responsibility.

OTHER REPRESENTATIVE DUTIES:

- May coordinate the classifying, posting, balancing, and verification of payroll and employee benefit records.
- May prepare payroll, employee benefits, and other fiscally related record analyses.
- May review, monitor, and verify the accuracy and completeness of payroll transaction records and reports.
- May maintain, process, and reconcile a wide variety of payroll documents and materials in compliance with established policies and regulatory guidelines (e.g. time sheets, PARs, direct deposits, W-4's, withholding information, involuntary contributions, workers compensations, etc.)
- Participates in job-related or District training as required.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, practices, and procedures pertaining to educational organization, accounting, and fiscally related record management systems.
- Automated accounting record management, storage, and retrieval systems.
- Financial report preparation and format.
- Legal mandates, policies, and operational guidelines pertaining to accounting and fiscally related matters, including sales and use tax.
- Organization and planning methods, trends, techniques, and practices.
- Spreadsheet report preparation and formatting.

Ability to:

- Perform specialized, technical, and accounting clerical functions.
- Monitor, review, and analyze fiscal and financial files, records, summaries, and reports.
- Perform accounting functions, audits, and analyses.
- Use a computer to perform complex technical tasks
- Make complex mathematical calculations with speed and accuracy and verify the results.
- Understand and carry out oral and written directions.
- Establish and maintain collaborative and cooperative working relationships.
- Perform critical and analytical thinking.

MINIMUM QUALIFICATIONS:

Experience:

Three years of increasingly responsible experience in accounting, purchasing, fiscal record management, and reporting, or budget control record management and reporting, including one year in a lead capacity preferred.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, business office organization, planning processes, or closely related fields.

Personal Qualities:

- Independent worker
- Good organizational skills
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Moderate noise level.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions, and limitations of assigned cross-trained duties

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District and speak, read, and write in English.