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| Position: Accounting Specialist | FLSA: Non-exempt |
| Department/Site: Financial Services | Salary Grade: 16 |
| Evaluated by: Director of Financial Services | |

## OVERALL OBJECTIVE AND SUMMARY

Under the supervision of the Director of Fiscal Services, performs a variety of specialized record keeping duties associated with processing and analyzing accounting transactions and budget monitoring. May be responsible for a function such as project accounting, general ledger maintenance, accounts receivables, compilation of fiscal data, and preparation of reports leading to reimbursement for services. Works with other departments in the budget development process.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Verifies accuracy and appropriateness of amounts, then posts transactions onto a computerized data entry program supporting the District's accounting system. Traces transactions to source documents and/or other departments to determine discrepancies.
- Reconciles, balances books, and compiles reports on a recurring basis to show statistics such as cash receipts, accounts payable, and accounts receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Codes, verifies charges and rates, and related billing information, then enters onto a computerized data entry screen. Prepares bills, summaries, and submittals for reimbursement by external agencies.
- Codes, verifies, and accounts for funds and other assets received by the District for specified uses.
- May prepare expense accounting studies such as cost-of-services, etc.
- Cashflow management for one-year and five-year cycles in assigned area.
- Assists in forecasting revenues and expenditures.
- Reviews, analyzes, and processes budget adjustments as needed.
- May review the work of others.
- May prepare bank deposits and reconcile bank statements.
- Calculates items such as time and material reports, equipment and supply costs, etc. Determines the proper account distribution.
- Assists with the preparation of financial reports including the monthly and annual closing of books.

- Administers capital improvement contracts. May review contractor statements and match to contractual provisions.

- Prepares special statistical and financial reports requiring skill at researching information from financial data management systems.

- Accounting for capital assets and related long-term debt.

- Initiates and coordinates the budget development process for the department by developing worksheets, querying line managers about needs and consolidating proposals.

- Classifies, codes and consolidates charges, rates and related financial information to an automated accounting system.

- Develops worksheets for consolidated reports and audits.

- Verifies accuracy of amounts and postings of transactions recorded by others. Posts and balances subsidiary ledgers such as A/P or A/R and transfers data to general ledger. Traces transactions to determine discrepancies.

- Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.

- Performs other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

Knowledge of:

- Accounting practices and procedures.
- Data processing systems and applications in the field of budgeting and accounting.
- Methods and practices of budget monitoring and accounting practices.
- Account number structure and correct use of object codes.
- Financial and statistical record keeping techniques.
- General knowledge of debt management and accounting theories.
- Cash flow management.
- Office practices, procedures and equipment, including filing systems, letter and report writing.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry onto custom data bases.
- Interpersonal skills using tact, patience, and courtesy.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Telephone techniques and etiquette.
- Oral and written communication skills.

Ability to:

- Enter data onto standardized formats using computerized data base programs by basic keyboarding or 10-key skills and calculators.
- Operate general office equipment.
- Perform arithmetic operations quickly and accurately.
- Prepare and process financial, statistical, accounting and purchasing documents, records, and materials.
- Maintain accurate financial and statistical records.
- Meet schedules and time lines.
- Verify, post, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Apply and explain policies, procedures, rules, regulations and State Education codes involved in assigned activities.
- Work confidentially with discretion.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying skills test.

## PHYSICAL ABILITIES

This position:

- Requires sufficient hand coordination to use a keyboard for routine typing and data entry and arm/hand movements to retrieve work materials.
- Requires visual acuity sufficient to recognize numeric and alpha characters, and operate a variety of general office equipment.
- Involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials.
- Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

## EDUCATION AND EXPERIENCE

Completion of two years of higher level education with emphasis in bookkeeping and three years experience in a production accounting environment with at least one-year of general ledger accounting is desired. Additional experience may substitute for higher education.

## LICENSES AND CERTIFICATES

Typing certificate for 40 wpm.