CLASS TITLE: **ADULT & CAREER EDUCATION ACCOUNTING SPECIALIST**

DEFINITION: Under general direction, performs work of moderate difficulty in analyzing, evaluating, monitoring, reconciling, processing and reporting financial information, and performs related work as required.

EXAMPLES OF DUTIES:

- Audits adult education cash register income, from two main campuses, to ensure accuracy; distribute receipts and revenues to proper programs, related to expenditures and revenue for various adult and career education accounts, including registration, service, lab, and instructional material fees.
- Generate monthly income reports and prepare abatement reports for clearing account.
- Maintain financial record for Adult Education student body accounts, issue checks, make bank deposits, and prepare student body funds reports.
- Verify, audit, code and process petty cash requests and tuition refunds requests, issue checks, and prepare revolving cash memos.
- Reconciles bank accounts for Adult Education clearing account, student body funds account, and revolving cash accounts.
- Audit budgetary classifications of expense claims, mileage claims, memos, contracts, cal card statements, petty cash, and open orders.
- Input all purchase requisitions for adult education; communicate with the Purchasing Department and vendors; and input receiving status.
- Compute cost of all Adult Education textbooks for resale and generate book price list.
- Process all expenditures for Career Education programs and projects (i.e. Perkins), including inputting purchase requisitions, communicating with Purchasing Department, communication with various administrators and CTE staff at school sites, and maintain balance spreadsheets.
- Prepare yearly budgets, budget revisions and end of year reports for the Career Education projects and accounts.
- Provides support to staff regarding procedures for order requests, payment requests, and reimbursement requests.
- Performs other duties as assigned.

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to some college-level accounting coursework and four years of accounting experience.

Knowledge of:

- Accounting principles and practices including an overall understanding of the general ledger, cost accounting and financial reporting
- Office practices, procedures and equipment
- Laws, regulations, policies and specialized recordkeeping procedures relevant to accounting and fiscal departments
- Operation of a computer and related software

Skill in:

- All phases of financial record keeping
- Preparing accurate and complete financial reports
- Establishing and maintaining effective work relationships
- Operating a variety of office equipment
- Good judgment in making decisions in accordance with established policies and procedures.

Ability to:

- Work independently
- Meet deadlines
- Work effectively with all levels of district employees
- Operate ten key calculator
- Communicate effectively.

License and Certificates:

- A valid California driver's license

Working Conditions:

Office Environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.