

SAN YSIDRO SCHOOL DISTRICT

TITLE: MOTF Accounting and Procurement Specialist

REPORTS TO: Assist. Superintendent of Admin Leadership, School Support & Safety

DEPARTMENT: Business and Operations

CLASSIFICATION: Classified (12 month)

FLSA: Non-Exempt

SALARY: Classified Schedule (Steps 19-23)

Revised: December 2023

Board Approved: March 2024

BASIC FUNCTION: Under the direction of the Assist. Superintendent of Admin Leadership, School Support & Safety-perform a variety of complex tasks in one or more assigned functions such as construction projects accounting procurement responsibilities accounts receivable field trip costs, and reservations, monitor MOTF bus and vehicle data and specifications.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Perform a variety of complex technical accounting duties as assigned related to preparation and maintenance of the District budget.
- Assist with reconciling account balances, discrepancies, etc., to ensure accurate account balances and compliance with District policies and regulations.
- Collaborate with District Buyer to determine the appropriate methods of procurement such as standard purchase, bid, or contract; conduct purchasing transactions in accordance with District policy and applicable federal, State, and local laws.
- Collect bid data; prepare complex bid specifications; invite bids and validate bid responsiveness; compare and analyze bid quotations, verify licenses; contact references; verify receipt of bonds and insurance documents related to bid; recommend award and administer contract award; provide bid information for cooperative bidding requirements.
- Process purchase orders.
- Prepare and submit the Exempt Bus Operator Diesel Fuel tax return to of the State of California to comply with the State Board of Equalization.
- Process and collect developer fees payments to ensure the accuracy and adherence to district guidelines. Duties include meeting with developers and calculating/collecting fees owed to the district.
- Monitor, update, and assist with field trip transportation requests and processing.
- Monitor, manage, record, and update District MOTF bus and vehicle data, including, specifications related to District policy and external oversight, including the Federal Department of Transportation.
- Maintain bond measure construction files, supporting documents, and records for state and federal audit purposes (e.g., master agreements, purchase order documents, BAA, invoices, and all related bond accounting reports).

- Maintain financial information records on all construction projects and assist with school facility-related documents.
- Record, update, reconcile, and verify accuracy on fixed assets for purchases of \$500.00 or more, including maintaining an inventory and perform internal audit.
- Prepare and manage the depreciation schedule for capital assets equal to or greater than \$5,000 and calculate the accumulated depreciation during the year-end close process.
- Perform accounts receivable.
- Participate in the year-end close process, interim audit, and annual audit.
- Utilize accounting software and spreadsheets to maintain records, perform calculations, and produce reports.
- Assist in a variety of other clerical duties including typing memos, correspondence and reports as directed; operate appropriate technology, calculator, ten-key machine, and copier.
- Perform related duties as assigned.

KNOWLEDGE

- California State Accounting Manual (CSAM)
- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Accounts maintenance and reconciliation procedures.
- Applicable sections of the State Education Code and other applicable laws.
- Rules and regulations concerning assigned technical accounting activities.
- District organization, operations, policies and objectives.
- Preparation, review and control of assigned accounts.
- Operation of appropriate technology and data entry techniques.
- Operation of spreadsheet, word processing and specialized software used in technical accounting.
- Basic research methods.
- Interpersonal skills using tact, patience and courtesy.

ABILITIES

- Perform a variety of complex and technical accounting duties related to assigned fiscal programs and activities.
- Maintain accurate financial and statistical records.
- Perform complex mathematical calculations and accounting transactions quickly and accurately.
- Prepare comprehensive accounting reports.
- Read, interpret, apply and explain policies, procedures, rules and regulations related to the assignment.
- Operate appropriate technology to enter data, maintain records and generate reports.
- Utilize spreadsheet, word processing and specialized software to maintain accounts, prepare reports and share data.
- Oral and written communication skills.

- Prepare reports and process accounting documents within established timelines and schedules.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- A Bachelor's Degree in Accounting, Finance, Business Administration/Management, or a closely related field, and 2 years of progressively responsible experience performing job related duties/responsibilities.

WORKING CONDITIONS

Office environment; subject to driving to various locations to conduct work.

PHYSICAL REQUIREMENTS:

See to read and review financial and statistical records; hear and speak to obtain and provide information from other District staff and the public; sit at a desk and/or computer terminal for extended periods of time; bend, kneel and reach to retrieve and file records from shelves and file cabinets; dexterity of hands and fingers to file documents and operate a computer terminal and other office equipment.