



Job Description

Marin County Office of Education

Accounting Specialist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Accounting Specialist is done for the purpose/s of providing support to department activities; performing complex accounting and auditing functions; planning, maintaining, and reconciling fiscal information; preparing complex reports and financial information; and providing instructions, recommendations, and/or accounting support to other personnel.

This Job reports to Assigned Supervisor

Essential Functions

- Assists accountants and department staff (e.g. payroll, accounts payable/receivable, cash, apportionments/grants, property tax, etc.) for the purpose of providing supporting documentation and/or information required for audit.
- Maintains a variety of financial information, files, and records related to work assignments (e.g. accounts payable/receivable, contracts, personnel information, bond interest, redemption funds, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in unit meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written and electronic financial information (e.g. state/federal reports/filings, funding revenues, etc.) for the purpose of performing required activities, providing documentation for future reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a variety of financial information (e.g. new employee data/benefit enrollments, deposits, cash transfers, invoices, etc.) for the purpose of updating and distributing information, authorizing for action, verifying information, and/or complying with established accounting practices.
- Provides assistance and support with procedures, forms, and timelines for the purpose of meeting department goals and objectives and/or completing activities in a timely fashion.
- Provides procedures and program requirements training and support (e.g. account coding, processes, etc.) for the purpose of ensuring efficient processing in compliance within county policy and established regulatory guidelines.
- Reconciles a variety of financial data (e.g. cash deposits, benefit invoices, general ledger accounts, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, deposits, budget codes, etc.) for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a variety of sources (e.g. County of Marin, school district departments, vendors, outside agencies, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; and providing information and/or referral for addressing inquiry.
- Serves as a liaison between school districts and outside entities, if assigned, (e.g. charter schools, County of Marin, California Department of Education, etc.) for the purpose of providing assistance and support to school districts and ensuring compliance with applicable laws, rules, and regulations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying county, state, and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of technical accounting and double-entry bookkeeping methods; state and federal laws pertaining to school accounting requirements; state guidelines and account codes; and preparing and maintaining accurate records.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Education (Preferred): Post-secondary coursework in accounting, business services, or related area.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade