

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Business Services Supervisor, perform specialized and technical payroll and fiscally related clerical functions in maintaining payroll, accounts payable, financial systems and statistical records utilizing manual and computer-assisted processes. Responsible for accurate data collection and processing, and completion of technical accounting reports according to California School Accounting Manual account structure, regulations, and standards.

REPRESENTATIVE DUTIES:

Integrates, implements, and maintains computerized accounting systems.

Maintains system security and user access for district financial systems for business applications.

Creates and prepares financial reports and distributes to various departments as required.

Accurately analyzes and processes information between county payroll systems and district financial system; develops meaningful reports and distributes school and department requests for computer print-outs, and a variety of financial reports.

Responsible for general accounting functions such as posting to the general ledger including journal entries, creates accounts payable batches, monthly accounts reconciliation, and budget data entry.

Responsible for accurate month end and year end accounting and payroll closing procedures.

Prepares purchase order listing and check register for District board agenda.

Provides information, assistance, and training to District, school and department personnel with regard to data entry, district accounting system, and related problems; determines nature of user problems and resolves, if possible, or directs to other sources or service providers for resolution.

Serves as District liaison for user set-up and troubleshooting between District financial system and financial software provider.

Checks for errors in source documents.

Develops procedures for evaluating and responding to financial system related problems and challenges.

Reviews computer produced output on assigned jobs for accuracy and completeness, and makes corrections, as necessary.

Performs complex arithmetic calculations with speed and accuracy and verify the results.

Requisitions supplies and forms to maintain adequate inventories for the performance of assigned functions.

Maintains records, files, and documentation, as needed.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from the Business Services Supervisor

Internal Contacts: Frequent contact with school and district personnel.

External Contacts: Some contact with vendors, and employees of the Orange County Department of Education.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, and procedures pertaining to an educational organization, accounting, and fiscally related record management systems.

Various computer programs and software, including “Word”, “Excel”, and other related programs.

Correct English usage including grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Financial and budget related report preparation and format.

Organization and planning methods, trends, techniques, and practices.

Automated payroll record management, storage, and retrieval systems.

ABILITY TO:

Monitor, review, and analyze fiscal and financial files, records, summaries, and reports.

Perform accounting and payroll audits and analyses.

Effectively and efficiently operate computer terminals and other business machines and equipment.

Understand and maintain collaborative and cooperative working relationships with staff, and public.

Perform critical and analytical thinking.

Train and communicate information to others on the appropriate use of District financial system and related computer programs.

Become familiar with new computer programs and equipment, as well as to train others in proper use and any limitations.

Assist in the planning, evaluation, selection, and installation of related software.

Understand and follow both oral and written directions.

Plan and organize work; meet schedules and deadlines.

Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and two years of college level course work in accounting or related field and three (3) years of experience in the preparation, maintenance, and review of financial records and accounts. Experience working in a school district is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

PREPARED BY: Classified Personnel Department

DATE: 10/24/2017

APPROVED BY: Personnel Commission

DATE: 10/24/2017