

Accounting Specialist

Purpose Statement

The job of Accounting Specialist is done for the purpose of providing support to department activities with specific responsibility for performing advanced accounting processes, work in support of more complex accounts; providing independent judgement in implementing process; processing, recording, updating and reconciling fiscal information; and generating periodic reports in accordance with established financial practices.

This job reports to Assigned Supervisor

Essential Functions

- Assists financial staff, for the purpose of ensuring accurate implementation of District Business department processes.
- Assists auditors for the purpose of providing requested supporting documentation required for audit.
- Collaborates in the preparation of various reports, forms and documents required for the purpose of providing assistance in support of established processes and guidelines.
- Collects financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Processes a variety of complex financial information (e.g. accounts payable, accounts receivable, and other assigned accounts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Researches discrepancies in financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff, administration and County and State agencies regarding financial procedures and applicable accounts for the purpose of providing information, direction and/or referral for addressing such inquiries.

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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; utilizing pertinent software applications; analyzing budgets; analyzing data; applying assessment instruments; classifying data and/or information; collecting money; and planning and managing assigned projects.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles;

methods and practices of financial record-keeping; office practices and procedures utilizing financial computation processes; California Education Code and District directives and policies; business telephone etiquette; and codes/regulations/policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information; accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; communicating with diverse groups; displaying tact and courtesy; multi-tasking; organizing tasks; working as part of a team; working with detailed information/data; working with frequent interruptions; and communicating effectively when speaking and writing.

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 may be required to perform the job's functions. There is a continual opportunity to impact 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, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Four years of clerical experience involving financial or statistical data.

Education (Minimum): High school diploma or equivalent. College level work in related area is preferred.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certifications and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 20

Revised Date