

ACCOUNTING SPECIALIST I

Definition:

To perform complex, specialized and highly responsible accounting functions, including double entry bookkeeping, in support of the accounting operations for assigned program(s) and/or fiscal services; to allocate revenue to appropriate districts; to balance and reconcile cash funds to County Auditor's office; to process and evaluate transfers and claims; to prepare, maintain, analyze and audit various financial and statistical records and reports; acts as a resource person regarding assigned accounting areas.

Distinguishing Characteristics:

The Accounting Specialist I class functions at a paraprofessional level. Work involves more complex and accountable fiscal functions affecting the revenue and fiscal condition of County school districts and charter schools. Incumbents in this classification have major responsibility for the accurate and timely completion of a specific function, such as revenue distribution. This classification requires in-depth knowledge of school finance procedures, practices and methods, and educational funding sources; and requires an in-depth knowledge of general ledger bookkeeping practices and procedures, including complex transactions and adjustments. The Accounting Specialist I is required more in depth knowledge of accounting functions than the Account Technician III. This classification is required to exercise considerable independent judgment and to determine steps necessary to resolve problems on a more frequent basis than lower level classifications in the accounting technician job family.

Supervision Exercised and Received:

Employees in this classification receive minimal supervision from a manager of fiscal services or a higher level position within a framework of standard policies and procedures.

Example of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Calculates, codes, and allocates local, State and federal revenues received by the office including federal, State, property taxes and interest to the appropriate district and charter school funds; ensures funds are distributed and available in accordance with established timelines; assures financial transactions comply with established standards, requirements, policies and procedures, including double-entry bookkeeping principles and procedures;
- Creates and maintains complex spreadsheets, files, and reports using relational databases and other types of financial record-keeping systems.
- Receives, reviews, prepares, sorts, analyzes and processes revenue, cash transfers, MAA claims and various other transactions; issues payments for regular and periodic apportionments and various other financial obligations as directed; check and audit transactions for accuracy and proper coding; ensures revenue, cash transfers and apportionments are applied to appropriate funds, districts and programs;
- Calculates, assembles, matches, sorts, tabulates, reviews and posts a variety of financial and statistical data; balances, audits, reconciles and adjusts cash funds for districts, the County Office and charter schools; monitor funds for income and expenditures; audit accounts and related data, records, reports and statements for errors, accuracy and completeness; make appropriate corrections as needed;
- Researches, compiles, prepares and revises accounting data and documents; monitors, evaluates and reconciles accounts; codes, verifies and updates accounts to reflect income and expenditures; compares and reconciles fiscal statements, records, reports and documents to assure accurate fund accounting; identify errors; resolve discrepancies; review, adjust and assure accuracy of journal entries;
- Prepares all required associated reports and forms for submission to appropriate agencies; maintains a complete set of financial records and files on assigned functions; maintains and updates master of index and fund numbers; checks reports against cash transfers to assure accuracy and makes related corrections as needed;
- Inputs, updates and transmits a variety of financial and statistical data in an assigned computer system; establishes and maintains various automated records and files; initiates queries, develops spreadsheets and generates a variety of computerized reports and statements; assures accuracy of input and output data;
- Acts as an informational resource to County Office and school district staff and others concerning apportionments, transfers, revenue and assigned activities; responds to inquiries and provides detailed and

technical assistance concerning related standards, practices, transactions, requirements, errors, processes, policies and procedures;

- Verifies and makes appropriate entries for returned checks;
- Compiles, prepares, processes and analyzes a variety of forms and documents involved in transactions related to assigned accounts and functions; processes, assembles, prepares and distributes a variety of fiscal materials and correspondence as required;
- Monitors computer generated reports to audit for fund overdrafts; checks against County Auditor's report to verify accuracy; projects revenue and expenditures as needed;
- Maintains direct and close communication with County Office staff, district employees, outside agencies and the public; contacts others to request information and resolve issues and discrepancies;
- Operates current equipment such as a calculator, copier, fax machine, typewriter, computer and assigned software;
- Trains and provides work direction and guidance to other employees as required; assigns work duties and reviews the work of others;
- Maintain permanent file system for appropriate materials;
- Attends and participates in various meetings as assigned;
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Advanced accounting and double-entry bookkeeping principles and procedures;
- Methods, procedures and terminology used in specialized accounting work;
- Preparation of financial statements and comprehensive accounting reports;
- General accounting and business functions of an educational organization;
- Data processing as related to financial record-keeping;
- Appropriate laws, codes, regulations, requirements, and standards related to assigned area(s) of responsibility;
- Generally accepted accounting principles, practices and procedures.
- Office methods, practices and procedures including financial record-keeping;
- Standard English usage, spelling, grammar, and punctuation;
- Standard office machines, including computers;
- Software applications for the specific area of responsibility;
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Understand and apply principles, techniques and procedures required for effective job performance;
- Perform mathematical calculations with speed and accuracy; reconcile differences using mathematical skills and understanding of financial record-keeping systems;
- Create and maintain complex spreadsheets, files, and reports using relational databases and other types of financial record-keeping systems.
- Locate and provide analysis of data found in a variety of fiscal accounts and transactions;
- Reconcile various fiscal statements to assure accurate fund accounting as assigned;
- Identify, investigate and resolve financial issues, errors and discrepancies;
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
- Reconcile, balance, verify, audit and adjust assigned accounts and funds;
- Prepare and analyze comprehensive accounting statements and reports;

- Monitor and audit income and expenditures;
- Operate current equipment, including computers;
- Assemble, organize and prepare data for records and reports;
- Compare numbers and detect errors efficiently;
- Type or enter data containing a large percentage of numerical and tabular data at a rate for successful job performance;
- Effectively communicate in both oral and written forms.

Computer Skills:

- Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, and conduct research on specific topics;
- Advanced Word Processing skills, such as the ability to format sections, and multiple headers/footers; set tabs with leaders and indents; format text into columns and create and format tables and forms; insert watermarks, AutoShapes, and word art; create templates, and use merge functions;
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit and delete fields and records; work with relational databases to create reports and lists;
- Highly advanced spreadsheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print spreadsheets; sort lists; create graphs and charts.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities.
- Two years of college-level course work in accounting or financial recordkeeping.
- A bachelor's degree is preferred.

Experience:

- Four years increasingly responsible experience in the preparation, maintenance and auditing of financial records.
- Experience in a school finance setting is highly desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.

Work Environment:

The following conditions may be present:

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.