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**ACCOUNTING SPECIALIST II**

**Definition:**

Performs a variety of specialized record keeping duties associated with processing and analyzing accounting transactions, complete leadership over a function such as accounts payable or receivables, compilation of fiscal data, and preparation of reports leading to reimbursement for services.

**Distinguishing Characteristics:**

The Accounting Specialist II is a fully qualified paraprofessional position requiring general ledger bookkeeping knowledge and skills.

**Supervision Exercised and Received:**

The position serves under general supervision and may exercise partial leadership over clerical staff engaged in processing accounting transactions.

**Examples of Duties and Responsibilities:**

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

- Verifies accuracy and appropriateness of amounts, then posts transactions onto a computerized data entry program supporting the accounting system. Traces transactions to source documents and/or other departments to determine discrepancies.
- Reconciles, balances books, and compiles reports on a recurring basis to show statistics such as cash receipts, accounts payable, and receivable. Trace transactions through previous accounting actions to identify and correct discrepancies.
- Posts and balances subsidiary ledgers such as A/P or A/R and transfers data to general ledger. Traces transactions to determine discrepancies. May verify the accuracy of amounts and postings of transactions recorded by others.
- Codes, verifies charges and rates, and related billing information then enters onto a computerized data entry screen.
- Prepares bills, summaries, and submittals for reimbursement by external agencies.
- Supports the budget development processes by developing worksheets, querying administrators about needs and consolidating proposals. Assists administrators with preparation and interpretation of budget items.
- Prepares line item transfers. Reviews some expense requisitions for budgeted funding, analyzes and resolves discrepancies with department heads.
- Enters pre-encumbered funds onto an automated accounting system using a data entry screen. Inputs data, performing calculations and account item transfers.
- Reviews expense and other requisitions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing variances and resolves variances with department heads.
- Classifies, codes and consolidates charges, rates and related financial information to an automated accounting system.
- Assists with the preparation of financial reports, including the monthly closing of books. Manipulates data management systems to produce custom, yet recurring reports, requiring a working knowledge of the relationships of financial data.
- Performs other duties as required to accomplish the objectives of the position.

**Employment Standards:**

Knowledge of:

- Advanced technical knowledge of the practices, terminology and principles of bookkeeping; accounting practices, clerical and office procedures and methods, business mathematics and record keeping.
- Expertise in budget preparation, administration and control.
- Thorough command of spreadsheet programs and in-depth procedural knowledge of the fiscal system, in particular relational databases.

- In-depth knowledge of pertinent laws and regulations applying to financial operations and transactions.
- Sufficient keyboarding skill to perform data entry onto pre-formatted screens and use a 10-key pad.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios.
- Sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Safe work practices.

Ability to:

- Perform all of the relevant duties of the position with only general supervision and prioritize work to meet multiple deadlines.
- Prepare detailed analyses of budget-related issues and write reports that adequately communicate status.
- Operate a personal computer terminal, printers, and specialized accounting database and spreadsheet software.
- Analyze technical problems and to develop and apply appropriate solutions.
- Read, understand and apply information from contracts, and state and local laws and regulations.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.

Computer Skills:

- Internet usage, including the ability to access and navigate SCOE's home page, transmit and receive files and records using the internet, and use appropriate and professional conduct.
- Advanced Word Processing skills, such as the ability to format sections, 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, delete fields and records; and work with relational databases to create reports and lists.
- Highly advanced spread sheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.

**Education and Experience:**

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

Education:

- Requires the equivalent to an Associates Degree in accounting or business administration.

Experience:

- Requires 5 years of progressively responsible record keeping experience, or a combination of experience and education, including general ledger and budget administration.

**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.

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.

- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Must have normal (20/20) vision, corrected or uncorrected.

**Work Environment:**

The following conditions may be present:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

**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).
- 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.