

ACCOUNTING SPECIALIST

Purpose Statement

The job of Accounting Specialist was established for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget.

This job reports to Manager or Administrator

Essential Functions

- Analyzes fiscal transactions for the purpose of identifying and/or resolving issues.
- Maintains a wide variety of fiscal information, files and records (e.g. ledgers, reports, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors account balances for the purpose of ensuring the availability of funds and classification of expenditures.
- Performs record keeping and clerical functions for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Prepares a variety of written materials (e.g. routine fiscal statements, reports, schedules, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of fiscal information (e.g. accounts receivable, deposits, requisitions, petty cash, travel reimbursement vouchers, etc.) for the purpose of updating information and/or verifying/initiating final action in compliance with accounting procedures and district policies.
- Provides information to District personnel regarding required procedures and processes for the purpose of providing information and/or clarification of proper procedures.
- Reconciles account balances for the purpose of maintaining accurate records, monitoring district assets and complying with fiscal policy and practice.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to procedures prior to processing for payment.
- Responds to inquiries from a variety of sources (e.g. District employees, vendors, auditors, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform 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 single, 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 pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures (word, excel, outlook, etc.).

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 analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles, methods and practices of bookkeeping, basic accounting, financial record keeping and reporting; modern office procedures, methods and computer equipment; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; being attentive to detail; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

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

Working 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

Bondable

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

7/22/2008

Salary Grade

Classified 53

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____