



For the future of every student

## **CLASS TITLE: ACCOUNTING SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Director, Budget & Finance, perform a variety technical accounting, record-keeping and reporting activities to assure accurate and timely reporting of student attendance and enrollment data for the District; prepare District, County and State enrollment and attendance accounting records and reports; perform a variety of specialized accounting duties in support of assigned District accounts and functions; and prepare, reconcile and maintain a variety of financial and statistical records, reports and statements.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL FUNCTIONS:**

Perform a variety technical accounting, record-keeping and reporting activities to assure accurate and timely reporting of District student attendance and enrollment data; assure accurate accounting of student enrollment and attendance data in accordance with established policies and procedures.

Prepare, maintain and account for ADA, enrollment and attendance records, reports and information according to established timelines.

Audit District attendance and enrollment data to assure accuracy and completeness; compare, review, balance and reconcile attendance and enrollment data, records, reports and documents; identify, research and resolve a variety of errors and discrepancies; make needed corrections and adjustments; maintain and update accurate and current records of student's attendance including historical data for use in studies and reports

Serve as a technical resource to District personnel concerning student attendance data, records, reports, functions, practices, standards, requirements and techniques; respond to inquiries and research, analyze and explain related attendance laws, rules, regulations, accounting formulas, policies and procedures; oversee and maintain the District's standardized student enrollment and attendance record-keeping programs; oversee and review work of attendance personnel for compliance with established policies, requirements and procedures.

Perform a variety of specialized accounting duties in support of assigned District accounts and functions such as accounts payable, accounts receivable, and payroll; calculate, assemble, sort, tabulate, review and post a variety of financial and statistical data.

Process, verify and audit financial forms and documents for accuracy; review accounts and related data, transactions, statements and balances for errors; make corrections and adjustments as needed; identify, investigate and resolve discrepancies; review and verify proper coding.

Research, compile, prepare and revise accounting data and documents; prepare and maintain a variety of financial and statistical records, statements and reports related to accounts, income, expenditures, payroll, budgets, taxes and assigned activities; establish and maintain filing systems.

Process accounts payable as assigned; receive, process, sort, code and file purchase orders and invoices;

prepare invoices for payment; verify invoices and match with purchase orders, contracts, bids and other documents; assure accuracy of pricing and cost calculations; issue payments.

Process accounts receivable as assigned; collect and account for various monies; prepare and follow up on invoices and billings as directed; receive, sort and verify incoming monies as assigned; check money totals against receipts to assure accuracy; prepare and distribute receipts and bank deposits.

Prepare and process payroll to assure employees are paid in an accurate and timely manner as required; process, audit, input and assure accuracy of time sheets; maintain and update employee records with vacation and sick leave, pay rates and other payroll information.

Utilize an assigned computer system to generate a variety of data, records and reports related to attendance, enrollment and other accounting functions as assigned; initiate queries, compile information, develop spreadsheets and manipulate data; assure accuracy of input and output data; import data from assigned district information systems and export data to outside agencies.

Input, update, format and retrieve enrollment, attendance, payroll and other accounting data and information in an assigned computer system; establish and maintain automated records and files, and prepare, print, distribute and process a variety of reports related to enrollment, attendance and related data; format and generate a variety of accounting data reports and charts, including District and State mandated reports utilizing applicable software for sophisticated presentations of data.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact other departments, personnel and organizations to request and verify information, data and documents.

Prepare, distribute and respond to a variety of fiscal correspondence; assist in assuring mandated reports, records and data are completed and submitted to appropriate local, State or federal agency according to established time lines.

Provide technical support with year-end closing, quarterly, audit and related financial functions as assigned.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Attend and participate in various seminars and workshops as directed.

Other duties as assigned that support the overall objective of the position.

## **MINIMUM QUALIFICATIONS**

### **KNOWLEDGE OF:**

Student attendance policies, procedures, terminology and attendance accounting methods.

Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.

Applicable Ed Code and other related laws, rules, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Computerized student and accounting information systems and related software applications.

Effective oral and written communication skills.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Methods of collecting and organizing data and information.  
Operation of a computer and assigned software.  
Principles and practices of data processing and evaluation.  
Statistical and mathematical computations.

**ABILITY TO:**

Perform a variety technical accounting, record-keeping and reporting activities to assure accurate and timely reporting of data for the District.  
Input, process and update student enrollment, attendance and various other data and information.  
Utilize an assigned computer system to maintain automated records and generate a variety of computerized data, reports and documents.  
Audit data to assure accuracy and completeness.  
Apply and assure compliance to Ed Code and other related laws, rules, regulations, policies and procedures  
Assemble, organize and prepare data for records and reports.  
Distribute, collect and process a variety of forms required for accurate record-keeping.  
Type or input data at an acceptable rate of speed.  
Interpret, apply and explain laws, rules, regulations, policies and procedures.  
Compare, review, balance and reconcile financial and attendance and enrollment data, records and reports.  
Detect and resolve errors and inaccuracies in data output reports.  
Compile and verify data and prepare reports and user manuals.  
Maintain accurate statistical records.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) supplemented by college-level course work in accounting or related field, and three years general accounting experience. Experience with student attendance and enrollment highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials and view a computer monitor.  
Sitting for extended periods of time.