

DISTRICT ACCOUNTING SPECIALIST

DEFINITION

Under the direction of the Chief Accountant, to perform specialized accounting, clerical and internal control functions in maintaining the District's financial records and reports; to serve as the District Office contact in researching issues and resolving disputes with vendors, debtors and staff; and to perform related work as required.

EXAMPLES OF DUTIES - Duties may include, but are not limited to:

Perform non-originator, authorization-audits of system voucher input, comparing on-line information to supporting documents, determining the propriety of account coding and fiscal reporting period, verifying proper location authorization and compliance with voucher-use dollar limitations, review sales tax and mileage reimbursements for proper rate usage, and make on-line corrections as necessary.

Perform on-line system input of accounts payable vouchers, accounts receivable invoices, budget transfers and journal entries. When necessary, research and resolve account coding discrepancies, and correct entry for fund balancing and non-existent accounts.

Receive and deposit cash receipts; perform on-line receipt-input, determine correct account application, prepare and deliver deposit documents, and reconcile actual receipts to system input and deposit totals.

Provide general and specialized customer-relation services to the District's debtors, vendors, students, employees and government agencies.

Receive vendor and employee inquiries regarding invoice payments; perform on-line and hard-copy document research, report the results to appropriate parties, and initiate corrective action where necessary, including the voiding of student checks at the bank and setting up reissue payments.

Provide assistance to system users in understanding how to properly perform data input and retrieval for accounts payable, accounts receivable and cash receipts.

Perform specialized and technical functions in assembling, tabulating, calculating, verifying and filing of accounting and fiscally-related information data.

Assist in the revision, formulation and implementation of accounting and system control procedures.

Maintain vendor files.

Work with Purchasing staff to ensure proper tracking, documentation and payment of complex purchases, leases and scheduled payments on contracts and blanket purchase orders.

Utilize spreadsheet and word-processing programs to prepare reports, schedules and correspondence.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, principles, practices and procedures of public agency accounting and record management.
Modern office practices, procedures, methods, equipment and software.
Operation of manual and computer assisted accounting, and record management systems.

Skill to:

Apply general auditing and accounting principles and procedures to the work performed.
Perform, review and analyze accounting and budget control documents, hard copy and computer records, summaries and reports.
Audit on-line vouchers, recognize problems prior to payment, and work with clients to resolve them.
Perform complex, detailed and technical accounting and budget control clerical functions.
Operate microcomputers and a variety of business office machines and equipment; assimilate and utilize updated features of equipment, programs and procedures, rules and regulations.
Deal with questions and problems from vendors, employees, students and co-workers; analyze relevant issues and determine effective solutions.
Understand and carry out both oral and written instructions.
Communicate effectively and tactfully, in both oral and written form, with managers, co-workers, vendors, debtors, staff and students.
Establish and maintain cooperative work relationships with co-workers and those contacted in performance of duties, including helping co-workers increase their understanding of the accounting system functions.

Experience and Training

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

Experience:

Two years of experience performing accounting-related functions, including at least one year equivalent to the duties assigned to a Senior Account Clerk in the District. At least one year of experience working with spreadsheet and word processing applications.

Training:

Equivalent to completion of the twelfth grade, supplemented by training in accounting, or college-level course work in accounting, business office procedures or closely related fields.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.

(continued)

PHYSICAL DEMANDS (continued)

- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents and reports to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.