



## ACCOUNTING SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	57	07/01/2017	Classified	1 of 2

### DEFINITION

To perform clerical, accounting and internal control functions while maintaining the District’s financial records; and to ensure compliance with District policies and procedures.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

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

- Reviews and approves system voucher input, comparing on-line information to supporting documents; verifies proper authorization and compliance with applicable District policy and procedures related to accounts payable and purchasing activities.
- Reviews use tax accruals; performs set-up of accruals and makes corrections as needed.
- Performs on-line input of accounts payable vouchers, accounts receivable invoices, budget transfers and journal entries; researches and resolves discrepancies.
- Works with purchasing staff to ensure proper tracking, documentation and payment of complex purchases and contract payments.
- Monitors vendor credits and requests refunds as needed.
- Processes fiscal disbursements for the District and reconciles totals for accuracy.
- Orders supplies and resolves equipment maintenance issues for the check room.
- Receives and deposits cash receipts; performs on-line receipt-input; prepares and delivers deposit documents; reconciles actual receipts against system input and deposit totals.
- Receives and responds to inquiries regarding invoice payments; performs research and initiates corrective action as necessary.
- Processes federal and state levies received for vendor accounts.
- Provides assistance to system users in understanding how to properly perform data input and retrieval for accounts payable, accounts receivable and cash receipts.
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying and filing of accounting and fiscally-related data.
- Maintains vendor and other accounting files including off-site archiving of prior year data.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures relating to accounts payable, accounts receivable and record management.
- Modern office procedures, practices and technology/equipment.
- Modern software applications (Microsoft Office Suite, etc.).



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**Skill/Ability to:**

- Apply accounting principles and procedures in the work performed.
- Research and analyze data and draw sound conclusions.
- Recognize problems prior to payment and resolve them.
- Prepare clear, complete and concise reports.
- Communicate effectively, both orally and in writing.
- Carry out both oral and written instructions in an independent manner.
- Perform mathematical calculations accurately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- Three (3) years of experience performing accounting related functions.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of an Associate degree from an accredited college in accounting or a related field, or the equivalent.

Adopted: 07/01/17