

Job Description

Job Title: **Accounting Specialist**
 Job Family: **Central Administration Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **September 5, 2007**

Job Code: **1005**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 20**
 Typical Work Year: **12 months**

SUMMARY: Performs financial related tasks, including analyzing department and project budgets, maintaining financial ledgers, budget allocation, posting, reviewing and reconciling journal entries, budget transfers, transfer of expenditures, requisitions, petty cash, collect & deposit dues/fees/invoices from students, staff and outside vendors, monitor and post purchasing card transactions, monitor salary/benefit reports. Create and distribute requested reports and spreadsheets.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain financial ledgers on district accounts and budgets by making entries to Excel workbooks or Quicken and reconciling to the district accounting system. Prepare, gather and assist department heads with budget pages, allocations and analysis. Record or recommend for authorization expenditures, deposits and transfers.	D	45%
2. Provide support to other department personnel on budget content and reconciliation. Extract information for reports; analyze, discuss, inform and make department and project budget recommendations. Allocate funds, research and monitor various budgets; including transfer of budgets, transfer of expenditures, expenditures, deposits, employees' salary and benefits, stipends, carryover and purchasing card transactions. Initiate and/or monitor voucher requisition payments for purchasing, receiving and distribution of materials and supplies. Execute personnel change request forms to ensure personnel are paid from proper accounts.	D	40%
3. Control petty cash fund, which includes depositing checks, disbursing payments, reconciliation of bank statements and making entries to proper accounts in department and/or district financial system (SFS). Maintain list of and process department's equipment inventory.	M	5%
4. Perform other job-related duties as assigned.	Ongoing	10%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Specialized courses in accounting and/or bookkeeping preferred.
- Minimum of three years of experience in bookkeeping, accounting, budgeting, and computer software.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to maintain confidentiality.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of Microsoft Word, Excel, and department and district's financial systems required within one month of entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	ECS Administrator	various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist, analyze, discuss, inform and make budget recommendations. Monitor, reconcile, authorize account balances and transactions, expenses, transfers, deposits, journal entries, and requisitions. Provide reports, track and disperse petty cash, prepare bank deposits. Prepare budget pages for fiscal year adoption.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	