

**Job Description**

Job Title: **Senior Accounting Specialist**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **August 9, 2005**

Job Code: **1003**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 21**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for assigned accounting functions for school district. Specific duties include processing accounts receivable and accounts payable; processing checks; reconciling and reviewing petty cash and travel expenses; communicating with vendors to resolve billing disputes; training and providing information on SFS systems to other personnel; instructing high school aide; process all non sufficient fund checks; generating accounting reports and maintaining contracts.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Review and process accounts receivable and accounts payable for district. Enter purchase orders, vouchers, timesheets and deposits into computer system. Make journal entries and verify account codes.	D	40%
2. Gather and analyze purchasing cards and financial transactions from schools. Upload information into SFS system.	W	10%
3. Manage and maintain contracts for the community use building, ESC building and training center. Enter into database for tracking and billing.	W	10%
4. Process checks twice weekly by verifying check information matches invoice information, data stamping and mailing to vendor. Process non-sufficient fund checks for the district by coding and entering into SFS system. Process collections.	W	9%
5. Assist, train and provide information on processing payments to office managers and bookkeepers via the SFS system.	D	7%
6. Reconcile and review petty cash and travel expenses. Compute costs for mileage, food and hotel. Verify charges meet with district guidelines.	D	5%
7. Communicate with vendors and/or purchasing department to resolve billing disputes, returns and credits. Review statements.	D	5%
8. Query system to generate accounting reports verifying and validating financial data. Communicate data to appropriate personnel.	W	3%
9. Prepare monthly claims for the Colorado Department of Education Child Nutrition programs reimbursements claims.	M	3%
10. Perform other job-related duties as assigned, including, but not limited to: train, instruct, assign and evaluate work of Student Aide; track and disburse petty cash for financial services department; create queries to generate accounting and auditing reports, etc.; gather information for the annual audit; prepare and print 1099 forms..	Ongoing	8%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Associate degree in accounting. Additional relevant experience may be substituted for any portion of this educational requirement.
- Minimum of 3 years experience in accounting.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate accounting skills.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- 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 and experience with Microsoft Word, Excel, PowerPoint and Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft, Summit Financial System and Star Mail required within two months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Finance Operations Specialist or Logistics Contract Planner	3017 or 1205

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Student Aide	1	

- Responsible for assisting with interviewing and training employees and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Monitor accounts to ensure expenses do not exceed budgeted amounts, enter journal entries, count monies, and prepare bank deposits, track and disburse petty cash and approve expenditures.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				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			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			
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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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