

## Job Description

Prepared/Revised Date: February 2021

Job Title: **Senior Accounting Specialist**  
 Job Family: **Finance/Payroll/Purchasing**  
 Pay Program: **Classified**  
 Work Year: **12 months**

Job Code: **1003**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G13**

**SUMMARY:** Responsible for assigned accounting functions for school district. Specific duties include processing account reconciliations from internal and external systems; accounts payable; processing checks; communicating with vendors and district stakeholders to resolve billing disputes and deposit discrepancies; train and support other personnel on financial systems.

**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. Frequency and percentage of time may vary by position*

Job Tasks Descriptions	Frequency	% of Time
1. Review, analyze and process accounts payable for the district, ensuring compliance with district, state and federal policies and guidelines. Enter vouchers and deposit remittance advice into financial systems. Import daily transactions from external financial systems and maintain detailed workbooks for discrepancies between internal and external systems. Verify and validate account codes per Colorado Department of Education (CDE) guidelines.	D	45%
2. Gather and analyze purchasing cards and various other financial transactions from schools. Validate and upload financial transactions into financial system. Track and validate all banking transactions posting to district bank accounts. Communicate and troubleshoot with vendors, parents and district stakeholders to resolve disputes, returns and credits.	D	20%
3. Process checks twice weekly by verifying that the check information matches invoice information, date stamping and mailing to vendor. Troubleshoot any returned vendor payments, contact vendor as needed and follow up with next steps.	W	10%
4. Provide support for internal and external customers regarding systems and processes. Find solutions and resolve concerns immediately with the customer, prioritizing and escalating issues based on the urgency/impact. Communicate status of issues to internal and external stakeholders in a timely manner.	D	10%
5. Assist and train district staff on processing financial transactions including accounts payable and remittance advice.	D	5%
6. Query the system, on a regular basis, to generate accounting reports to verify and validate financial data, including assisting with the annual audit. Communicate data to appropriate personnel.	D	5%
7. Perform other job-related duties as assigned including prepare and print 1099 forms, documenting processes, attending meetings and trainings.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Associate degree in accounting or related field. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of three (3) years of experience in accounting

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Intermediate accounting skills.
- Interpersonal relations 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 keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**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 district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE		JOB CODE
Reports to:	Accounting Manager		3051
	POSITION TITLE		# of EMPLOYEES
Direct reports:	None		JOB CODE

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Enter journal entries, count monies, and prepare bank deposits, track and disburse reimbursements.

**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 and fingers, to handle and/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	
Moderate	X
Loud	
Very Loud	