

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Director, Fiscal Services, performs a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts; prepares, audits, reconciles and maintains a variety of financial and statistical records, reports and statements in support of assigned accounts and activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assembles, matches, sorts, tabulates, checks and posts a variety of financial and statistical data; processes and analyzes a variety of financial forms, applications and statements; audits invoices for accuracy and completeness regarding cost calculations; prepares and distributes payments as required.

Assists designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitors funds for income and expenditures; calculates, prepares and revises budgetary data.

Communicates with administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; responds to inquiries of staff and administration regarding financial procedures

Compares receipts, statements, records, reports and summaries to identify errors and resolve discrepancies.

Compiles, researches and evaluates a variety fiscal information related to assigned fiscal functions; assembles and distributes related materials; assures mandated reports are submitted to appropriate agencies according to established time lines.

Monitors grants received by the District for the purpose of ensuring the correct allocation to appropriate grant and budget categories in accordance with grant requirements.

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

Performs a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts including categorical funded programs; audits accounts for errors and make appropriate adjustments; reviews, adjusts and assures accuracy of journal entries; initiate fund transfers as needed.

Prepares and maintains a variety of financial, statistical and narrative records, statements, files and reports related to accounts, funds, revenue, expenditures, reconciliations and assigned activities; compares and evaluates financial records to identify and resolve discrepancies.

Researches, compiles, prepares and revises accounting data; monitors, evaluates and reconciles assigned funds and accounts; codes, verifies and updates accounts to reflect income, transfers and expenditures; reconciles various fiscal statements to assure accurate fund accounting.

Reviews and evaluates financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; reviews accounts, identifies errors, budget variances and makes appropriate adjustments and recommendations.

Serves as a technical resource to personnel, outside agencies and others concerning assigned accounting functions; responds to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.

Types and inputs a variety of financial and statistical data into an assigned computer system; maintains various automated records and files; initiates queries, manipulate data, develops spreadsheets and generates a variety of computerized reports and statements; assures accuracy of input and output data.

OTHER DUTIES:

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Arithmetic computations.
- Budgeting practices regarding monitoring and control.
- Financial and statistical record-keeping techniques.
- General accounting and business functions of an educational organization.
- Generally accepted accounting principles, practices and procedures.
- Interpersonal skills including tact, patience and courtesy.
- Methods, procedures and terminology used in specialized accounting work.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Policies and objectives of assigned programs and activities.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Record retrieval and storage systems.
- Technical aspects of field of specialty.

ABILITY TO:

- Calculate, post and adjust journal entries including income and expenditures.
- Communicate effectively both orally and in writing.
- Compare numbers and detect errors efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain accurate financial and statistical records.
- Meet schedules and time lines.
- Operate standard office equipment including a computer and assigned software.
- Perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts.
- Perform arithmetic calculations quickly and accurately.
- Plan and organize work.
- Prepare and analyze comprehensive accounting statements and reports.
- Prepare and audit a variety of financial and statistical reports, statements and records.
- Reconcile various fiscal statements to assure accurate fund accounting as assigned.
- Reconcile, balance and audit assigned accounts.
- Resolve financial issues, errors and discrepancies.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED supplemented by two years of college-level course work in accounting or related field and four years of responsible accounting experience performing various financial analysis, accounting payroll and budgeting activities.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District’s Job Related Proficiency Test.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

FLSA Status

Non Exempt

Approval Date

3/01/08; 6/27/11, 9/28/17

Salary Range

Classified 66