



TITLE	CLASSIFICATION	SALARY GRADE
ACCOUNT SPECIALIST	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: 2013/14 Classification Review		

JOB DESCRIPTION:

Under general supervision, perform complex, specialized accounting work involved in the maintenance of the District's or self-contained accounting entity's financial and statistical records; ensure collection of accounts receivables; may serve as lead worker; and perform related work as required.

SCOPE:

The Account Specialist performs a broad range of duties to ensure accuracy in compiling, auditing and maintaining accounting records; prepares financial statements and expenditure claims for specially funded projects and/or government-funded programs; processes District's accounts receivables and payables; generates invoices, and reconciles account balances.

DISTINGUISHING CHARACTERISTICS:

The Account Specialist has District-wide impact. This classification may audit or reconcile accounts and correct or resolve billing errors. Employees in this classification also maintain and balance expense accounts and prepare reports. Responsibilities include duties related to budget development, tracking, and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Gathers, tabulates, checks, codes, posts and balances accounts payables and receivables to appropriate general ledger accounts and journals; audits and reconciles accounts.
2. Generates invoices and requisitions for the District; matches incoming receipts and requisitions with invoices and accounts to be adjusted; issues checks.
3. Prepares and maintains various financial records and statements including bank reconciliations, payroll, expenses, accounts payable, accounts receivable, and cash funds.
4. Collects, counts and prepares deposits for cash and checks.
5. Tracks, reconciles and reports categorically and district funded budgets; ensures adherence to categorical contracts and guidelines.
6. Prepares reports for college, local, state and federal funding sources.
7. Prepares, checks, and approves invoices for payment; corrects discrepancies and resolves billing errors.
8. Monitors expenditures for compliance with applicable policies and procedures.
9. Produces, maintains and balances expense journals; processes interdepartmental transfers.
10. Generates invoices to the District for Bookstore reimbursement.
11. Audits expense journals; identifies and verifies open transactions; establishes year-end liability accounts; recommends, monitors and completes budget and expense transfers, prepares fiscal year-end closing.

KEY DUTIES AND RESPONSIBILITIES (Continued):

12. May create 1099 listing for District and Foundation; may research and resolve problems with regard to IRS compliance and discrepancies in Social Security Numbers and Federal Identification Numbers.
13. Prepares for and facilitates external auditing of specially funded projects and/or government-funded programs; provides documentation for and answers questions from auditors
14. Answers questions from student, staff and various agencies regarding financial and accounting procedures and related matters.
15. May collaborate with the Information Technology department to identify and resolve system issues.
16. May serve as a lead worker to other classified staff in the area.
17. May supervise short-term, non-continuing and student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Prepare financial reports and statements; perform mathematic calculations rapidly and accurately; operate office equipment including a computer and 10-key machine; handle cash according to established practices; set up and maintain financial records; understand and carry out written and oral directions; interpret contracts, meet with the public tactfully and courteously and answer questions over the counter and by telephone; serve as lead worker to other classified staff; supervise short-term, non-continuing and student employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

General and school district accounting procedures; methods, practices, and terminology used in accounting and financial record keeping; federal reconciliation processes and reporting processes; computer software programs for accounting systems; modern office practices and procedures.

Preferred additional knowledge: Policies, procedures, and guidelines regarding government funded programs.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school and a college-level certificate in accounting or bookkeeping. Associates degree preferred

Experience:

Increasingly responsible experience performing accounting or bookkeeping duties.

SPECIAL REQUIREMENTS:

Position requires prolonged video display viewing, keyboarding and extended sitting.