



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

**JOB DESCRIPTION:**

Under direction, plans, organizes and performs complex, specialized accounting work involved in the maintenance of the Bookstore's financial and statistical records; ensure collection of accounts receivables; performs complex analysis and reconciliations and assists in the preparation of related budgetary records and reports; may serve as lead worker to other Classified staff; and perform related work as required.

**SCOPE:**

The Bookstore Account Specialist performs a broad range of duties to ensure accuracy in compiling, auditing and maintaining accounting records for the District's Bookstores; prepares financial statements and expenditure claims; processes accounts receivables and payables; resolves budget and accounting discrepancies; generates invoices, and reconciles account balances.

**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. Balances and monitors all sales transactions; prepares bank deposits; reconciles variances in operating and buyback funds; performs end of month accounting report for District Bookstores.
2. Assists in the development and implementation of the Bookstore accounting system to ensure compliance with generally accepted accounting principles and auditing procedures.
3. Assists in preparing fiscal year-end closing entries to facilitate audit; may serve as the contact for external audits.
4. Prepares and maintains various financial records and statements including online orders, credit card and check retrieval, payroll, accounts payable, accounts receivable, and cash funds.
5. Matches incoming receipts and requisitions with invoices and accounts to be adjusted; issues checks and resolves billing errors.
6. Prepares reports for Bookstore, local, state, federal and categorical funding sources.
7. Maintains and adjusts internal accounting controls.
8. Receives invoices for reimbursement from Accounting office.
9. Answers questions from students, staff and various agencies regarding financial and accounting procedures and related matters.
10. May serve as a lead worker to other classified staff in the area.
11. May train and supervise short-term, non-continuing and student employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Prepare financial reports and statements; perform mathematic calculations rapidly and accurately; operate standard office equipment including a computer and 10-key machine; 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; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

General and educational institution accounting procedures; methods, practices, and terminology used in accounting and financial record keeping; reconciliation processes and reporting processes; operation of personal computer software programs used 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:*

Associate's degree in Accounting or related field.

#### *Experience:*

Increasingly responsible experience performing general, cost and fund accounting duties.