

**TITLE: Account Specialist**

**CLASSIFICATION: Classified**

**SALARY GRADE: C09**

**SCOPE OF POSITION:**

Under general direction, performs accounting work involved in the maintenance and accuracy of district-wide accounts, including student accounts. Oversees customer service operations.

**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. Creates, tracks, codes, reconciles and posts reports for account receivable funds.
2. Prepares, tracks, codes and processes incoming invoices. Audits invoices entered and submits payment list into the system.
3. Serves as point of contact for all external agencies with tuition assistance/sponsorships. Generates and processes financial aid and scholarship payments. Balances, prepares, and processes student refunds.
4. Processes monthly bank statements. Investigates credit card disputes and applies credits or charges to students' accounts. Processes journal entries and transfers of expenditures and verifies budget codes for inter-district funds.
5. Prepares, maintains and archives financial records and statements for bank reconciliations, payroll accounts, expenses, accounts payable, accounts receivable, and cash funds.
6. Reviews, sets up and edits use tax accruals.
7. Coordinates with Purchasing to ensure proper tracking, documentation and payment of purchases and contract payments.
8. Monitors vendor credits and requests refunds.
9. Receives and responds to inquiries regarding invoice payments; performs research and initiates corrective action.
10. Provides guidance to system users on data input and retrieval for accounts payable and cash receipts.
11. Monitors, reconciles and reports expenditures for compliance with applicable policies and procedures.
12. Collects, counts and prepares deposits for cash and checks.
13. Responds to questions from students, staff and external agencies regarding financial and accounting procedures.
14. May audit accounts and resolve billing errors.
15. May supervise and direct the work of student employees.
16. May serve as a lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

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**KNOWLEDGE OF:**

1. Generally accepted accounting principles (GAAP) and school district accounting procedures.
2. Methods, practices, and terminology used in accounting and financial record keeping.
3. Reconciliation processes and reporting processes.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
5. Applicable technology, including standard office productivity software and other appropriate technology.

**ABILITY TO:**

1. Process accounting and fiscal data.
2. Handle funds according to established practices.
3. Interpret contracts.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

**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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

High school diploma or GED required including some college coursework or certification in accounting or bookkeeping.

**EXPERIENCE:**

2+ years of related experience with accounting or bookkeeping duties.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*