



ACCOUNTING SPECIALIST

Position Summary

Positions in the Accounting Clerk series perform bookkeeping and financial records keeping work in the implementation of the district's accounting system and standards for audits. Perform other related work as required.

Distinguishing Characteristics

1. This classification series is distinguished from other financial records maintenance classifications by its allocation within a centralized financial services organization and is differentiated from those allocated at schools classified as Finance Clerk.
2. The Accounting Specialist classification is delineated from the Accounting Clerk II and III classifications by the emphasis of lead worker responsibilities within a particular accounting area. Positions are also considered to be the senior level within an accounting area with emphasis on implementing bookkeeping procedures in their area of accounting specialty.

Supervisory Relationship

This position reports to the Accounting and Reporting Services Supervisor.

Essential Functions

1. Support reporting, reconciliation and exception resolution for state retirement system records.
2. Compile data from a variety of sources, research, make inquiries, and update records as needed to comply with state regulations.
3. Prepare invoices and manage accounts receivable for cost reimbursements related to staffing, transportation, child care, and supply billings.
4. Monitor and reconcile credit card accounts, liabilities, and accruals; make related journal entries as needed.
5. Prepare and post journal entries for central billings, such as postage and printing.
6. Coordinate timecard entry and absence reporting for the department.
7. Create and review purchase orders for the department.
8. Prepare and process department work orders.
9. Manage staff credit card agreement documentation and approvals.
10. Process out-of-state travel approval forms.
11. Update and maintain vendor account information as assigned.
12. Oversee daily deposits to bank account.

13. Update and distribute accounting reports as assigned, such as daily reports to schools for bus pass eligibility.
14. Research requests for information from department personnel.
15. Maintains regular and prompt attendance.
16. Perform other related duties as required.

Required Knowledge, Skills and Abilities

(The following are in addition to those of the Accounting Clerk I and II classifications. Some of the factors from the Accounting Clerk I and II classifications are transformed from “abilities” to journey level knowledge and skills.)

1. Working knowledge of the principles, practices and procedures of one area of the accounting function, which may be in: Payroll; Accounts Receivable/Payable; Grant Accounting; Budget; Accounting Systems; and Lunch Fund.
2. Familiarity with other areas of the accounting system.
3. Demonstrated leadership ability to provide technical supervision and training to other accounting clerks.
4. Demonstrated ability to identify and resolve accounting problems.
5. Demonstrated ability to develop, recommend and implement bookkeeping procedures, including automated procedures.

Minimum Qualifications

1. Graduation from a senior high school or equivalent, preferably supplemented by course work in bookkeeping, accounting, or related field.
2. Four years of progressively responsible bookkeeping experience in a specific area of the financial records maintenance system.

Work Environment

Incumbents work in a standard office setting in a centralized accounting services department.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 11
Reviewed by	Simone Sangster, <i>CFO & Director of Support Services</i>
Approved by	<i>Karen M. Hardin, Human Resources Recruitment, Retention, Equity and Staff Development Administrator</i>
Last revised	10/20/14

