

Accounting System Specialist

Purpose Statement

The job of Accounting System Specialist is done for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; coordinating and managing the District accounting software operation for development and maintenance of databases, accounts payable; providing instructions, recommendations and accounting support to other personnel; and analyzing expenditures against budget.

This job reports to Business Manager

Essential Functions

- Analyzes and utilizes financial information (e.g. payroll checks, food services and central administration deposits, budget transfers, bank statements reconciliation for a variety of accounts, petty cash balances, accounts payable, etc.) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Assists auditors (e.g. providing documentation for fixed assets, labor distribution, check registers, bank reconciliations, trial balances, etc.) for the purpose of providing supporting documentation and information on internal processes that are required for audit.
- Compiles a wide variety of financial information/reports related to work assignments (e.g. all revenues and expenditures for a variety of accounts, multi-page bill list for Board of Education, monthly site reports, paid warrant reports, etc.) for the purpose of providing required documentation and processing information.
- Implements billing (e.g. activity-related check reimbursements at all District site locations, etc.) for the purpose of recovering expended general fund monies.
- Maintains a wide variety of financial information, files, data and records (e.g. accounts payable, payroll, emergency fund, fixed asset/new asset data, etc.) for the purpose of ensuring the availability of documentation and complying with established policies and regulatory guidelines.
- Manages District accounting software and related reports-based query system (e.g. user profiles, building menus and security, custom queries for all sites/departments, etc.) for the purpose of providing appropriate access in keeping with district procedures, within regulatory compliance.
- Monitors account balances and related financial activity (e.g. petty cash, accounts payable checks, payroll vendor liability checks, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed.
- Oversees District emergency/sundry accounts for the purpose of ensuring proper procedures are followed and transactions are documented.
- Participates in unit meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and administrative requirements.
- Processes a wide variety of financial information for the purpose of updating and distributing information, authorizing for action and complying with established accounting practices.

- Provides orientation and support to other departmental personnel regarding procedures and program requirements (e.g. orientation to District accounting software, etc.) for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Recommends policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction for accounting systems decision making.
- Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, administrators, etc.) for the purpose of facilitating communication, providing guidance among several parties and providing information and referral for addressing inquiries.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying District, State and Federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; preparing and maintaining accurate records; and communicating effectively verbally and in writing.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; knowledge of District, State, and Federal regulations and guidelines; knowledge of site specific accounting processes; and expert knowledge of District software system.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; problem solving; and adapting to changing priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

M