

## ACCOUNTING OPERATIONS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/ Paraprofessional	PEU Local 1	74	08/30/07	Classified	1 of 2

**DEFINITION:** Under the direction of the Assistant Comptroller, perform complex accounting and auditing work including the examination, analysis, maintenance, reconciliation, and verification of fiscal records with a focus on facilitating both managerial and audited financial information for the District and to insure compliance with federal and State regulations and governmental and financial accounting standards.

**DISTINGUISHING CHARACTERISTICS:** The Accounting Operations Specialist is expected to provide complex accounting and auditing services. Typically, it would be expected that the incumbent in this class will have a comprehensive understanding of accounting systems and generally accepted auditing standards. The Accounting Operations Specialist generally works alone on assigned projects after first discussing the scope and nature of the project with the Assistant Comptroller. Findings and recommendations are normally reviewed before being advanced as a basis for action. The incumbent will coordinate work with the Accounting Operations Specialist and other accounting staff on assigned projects.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

Designs systems and reporting procedures in response to external and internal audit findings and makes recommendations to ensure proper internal controls and maintains adequate segregation of duties.

Serves as a liaison with external and governmental auditors. Researches data to create historic information, compiles it into comprehensive reports and provides documented audit trail in response to auditor requests.

Assists the internal auditor in the planning, performance and auditing of special projects, as directed.

Coordinates with personnel at all locations to resolve accounting issues, streamline reporting procedures, and improve internal controls

Maintains detailed, by-project accounting records of the District's Capital Projects Fund. Reconciles Capital Project Fund records, per District accounting system, to other District and state records. Prepares capital project state claim forms for timely submission.

Develops appropriate work-tools such as computer spreadsheets and macro programs to improve data recording and report preparation.

Performs detailed review of accounting input forms to ensure correct data entry.

Prepares year-end journal entries to insure District compliance with Financial/Accounting Standards Board and Governmental Accounting Standards Board pronouncements.

Monitors and reviews District cash accounts and investments to the county accounts with an emphasis on maximizing the rate of return.

Assists with special projects, as needed, and performs related duties as assigned.

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### MINIMUM QUALIFICATIONS

**Knowledge of:** Generally accepted accounting principles for governmental accounting; audit principles and practices of external auditors and governmental/taxing authorities; accounting systems design and procedures and methods for insuring internal controls and segregation of duties; manual and computerized fund accounting systems; personal computers using word processing and spreadsheet programs.

**Skill to:** Perform a large volume of tasks in accordance with deadlines and compliance requirements; design user-friendly accounting spreadsheets, using Excel, and train other users in their application as necessary; perform special projects with minimal supervision, including reconstruction of complex accounting transactions from documentation; prepare fiscal and narrative reports in a clear and concise manner; communicate effectively, orally and in writing; recognize problems and propose corrective action to management; establish and maintain effective and cooperative working relationships.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

**Training:** Bachelor's degree from an accredited four-year college or university with major course work in business administration, accounting or related field. (Experience (1 to 1) may be substituted for a degree. If substituting experience, the applicant would need a total of 4 years experience to qualify.)

**Experience:** Three years experience in general auditing including coordination of accounting staff functions, design and development of audit procedures, preparation of financial reports, recommendations for proper internal controls; accounting system conversions, and extensive use of personal computers.