

Accounting Specialist II

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/ Paraprofessional	PEU Local 1	60	08/01/2005	Classified	1 of 2

DEFINITION: Under general direction of the Comptroller or an Assistant Comptroller, provides lead responsibilities for performing specialized accounting, administrative and internal control functions in maintaining the District's financial records and reports; to serve as the District Office contact in researching issues and resolving disputes with vendors, debtors and staff; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS: The Accounting Specialist II is distinguished from the District Accounting Specialist by the higher level of applied knowledge and skill which is expected, the requirement to act in a lead capacity, and the requirement to be knowledgeable of a wide range of accounting functions.

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

- Oversee and maintain Student Accounts Receivable records including reviewing and reporting total balances, aging accounts receivables, researching and correcting errors, reconciling account.
- Oversee, prepare, and process Student Refunds checks including reviewing and auditing for accuracy, researching and correcting errors.
- Prepare required State Sales Tax Reports and maintain supporting documentation.
- Oversee and perform non-originator, authorization-audits of system voucher input, comparing on-line information to supporting documents, determining the propriety of account coding and fiscal reporting period, verifying proper location authorization and compliance with voucher-use dollar limitations, review sales tax and mileage reimbursements for proper rate usage, and make on-line corrections as necessary.
- Oversee and perform on-line system input of accounts payable vouchers, accounts receivable invoices, budget transfers and journal entries. When necessary, research and resolve account coding discrepancies, and correct entry for fund balancing and non-existent accounts.
- Oversee and perform the receipt and deposit cash receipts; perform on-line receipt-input, determine correct account application, prepare and deliver deposit documents, and reconcile actual receipts to system input and deposit totals.
- Provide general and specialized customer-relation services to the District's debtors, vendors, students, employees and government agencies.
- Receive vendor and employee inquiries regarding invoice payments; perform on-line and hard-copy document research, report the results to appropriate parties, and initiate corrective action where necessary, including the voiding of student checks at the bank and setting up reissue payments.
- Provide assistance to system users in understanding how to properly perform data input and retrieval for accounts payable, accounts receivable and cash receipts.
- Perform specialized and technical functions in assembling, tabulating, calculating, verifying and filing of accounting and fiscally-related information data.
- Assist in the revision, formulation and implementation of accounting and system control procedures.
- Maintain vendor files.
- Work with Purchasing staff to ensure proper tracking, documentation and payment of complex purchases, leases and scheduled payments on contracts and blanket purchase orders.
- Utilize spreadsheet and word-processing programs to prepare reports, schedules and correspondence.
- Perform other duties as assigned.



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MINIMUM QUALIFICATIONS:

Knowledge of: Methods, principles, practices and procedures of public agency accounting and record management. Modern office practices, procedures, methods, equipment and software. Operation of manual and computer assisted accounting, and record management systems.

Skill to: Apply general auditing and accounting principles and procedures to the work performed. Perform, review and analyze accounting and budget control documents, hard copy and computer records, summaries and reports. Audit on-line vouchers, recognize problems prior to payment, and work with clients to resolve them. Perform complex, detailed and technical accounting and budget control clerical functions. Operate microcomputers and a variety of business office machines and equipment; assimilate and utilize updated features of equipment, programs and procedures, rules and regulations. Deal with questions and problems from vendors, employees, students and co-workers; analyze relevant issues and determine effective solutions. Understand and carry out both oral and written instructions. Communicate effectively and tactfully, in both oral and written form, with managers, co-workers, vendors, debtors, staff and students. Establish and maintain cooperative work relationships with co-workers and those contacted in performance of duties, including helping co-workers increase their understanding of the accounting system functions.

Education/Training: Equivalent to the completion of the twelfth grade, supplemented by training in accounting, or college-level course work in accounting, business office procedures or closely related fields.

Experience: Four years of increasingly responsible professional accounting experience.

Actions: Newly created classification adopted by the Governing Board on 7/27/05.