



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ACCOUNT SPECIALIST, STUDENT AFFAIRS	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved: 06/07

JOB DESCRIPTION:

Under general supervision, perform specialized accounting work in an overall function involved in the maintenance of the District's or self-contained accounting entity's financial and statistical records; ensure collection of account receivables; may supervise the work of student assistants; and perform related work as required.

SCOPE:

The Student Affairs Account Specialist performs responsible accounting duties related to the timely processing of the District's account receivables; generates invoices, matches incoming receipts and posts funds to appropriate account; and maintains financial statements and reports.

DISTINGUISHING CHARACTERISTICS:

The Student Affairs Account Specialist classification has either District-wide or campus-wide impact, or is responsible for a self-contained accounting entity in the work performed. Responsibilities include duties related to budget development, tracking, and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Generates invoices and requisitions for the District or stand-alone department including all Associated Students' entities and Student Affairs trust accounts; matches incoming receipts and requisitions with invoices and accounts to be adjusted; issues checks.
2. Serves as the Advisor to Associated Students' budget and finance committees, including code committees; provides on-going financial reports to the Associated Students' committees.
3. Works with various Associated Students' agencies and programs to collect membership fees for enrolled students.
4. Reconciles various District accounts; itemizes and audits cash funds.
5. Assists in the coordination of Book and Emergency Loan program for the Associated Students.
6. Coordinates the Student Greeters programs for the Student Affairs Office.
7. Creates 1099 listing for District and Foundation; researches and resolves problems with regard to IRS compliance and discrepancies in Student Identification Numbers and Federal Identification Numbers.
8. Creates replenishment to replace expenditures from revolving account to ensure sufficient operating budget for the District and charges appropriate budgets.
9. May serve as a contact for external audits of a self-contained accounting entity; review results, prepare responses and implements recommendations.
10. Maintains and adjusts Certificates of Deposits, savings and reserve funds to maximize interest income.

KEY DUTIES AND RESPONSIBILITIES (Cont):

11. Compiles, consolidates and monitors financial statements for the District.
12. Coordinates special projects on behalf of the Student Affairs Office and/or the Associated Students.
13. Researches and resolves accounting discrepancies.
14. Prepares fiscal year-end closing and closes books.
15. Maintains and adjusts internal accounting controls.
16. Maintains and upgrades computerized accounting system; may select and implement accounting software programs as needed.
17. Answers accounting questions from students, staff and various agencies.
18. Performs administrative duties as required.
19. May serve as a lead worker to other classified staff in the area.
20. May supervise student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Prepare financial reports and statements; perform mathematical calculations rapidly and accurately; operate office machines including a computer and 10-key machine; set up and maintain financial records; understand and carry out written and oral directions; meet with the public tactfully and courteously and answer questions over the counter and by telephone; act as lead worker to other Classified staff; supervise student assistants; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

General and school district accounting procedures; methods, practices, and terminology used in accounting and financial record keeping; federal reconciliation processes and reporting processes; operation of personal computer software programs used in accounting systems; modern office practices and procedures.

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

High school graduation and community college coursework in accounting or knowledge of accounting procedures; Associate's degree in accounting.

Experience:

Two years experience performing general, cost and fund accounting duties.