



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ACCOUNT SPECIALIST	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2006/2007 Classification Review		Board Approved: 06/07

JOB DESCRIPTION:

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

SCOPE:

The Account Specialist performs a broad range of duties to ensure accuracy in compiling, auditing and maintaining accounting records; prepares financial statements and expenditure claims for specially funded projects and/or government-funded programs; processes District's accounts receivables and payables; generates invoices, and reconciles account balances.

DISTINGUISHING CHARACTERISTICS:

The Account Specialist has District-wide impact. This classification may audit or reconcile accounts and correct or resolve billing errors. Employees in this classification also maintain and balance expense accounts and prepare weekly, monthly and quarterly reports. 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. Gathers, tabulates, checks, codes, posts and balances accounts payables and receivables to appropriate general ledger accounts and journals; audits and reconciles accounts.
2. Generates invoices and requisitions for the District; matches incoming receipts and requisitions with invoices and accounts to be adjusted; issues checks.
3. Prepares and maintains various financial records and statements including bank reconciliations, payroll, expenses, accounts payable, accounts receivable, and cash funds.
4. Tracks, reconciles and reports categorically and district funded budgets; ensures adherence to categorical contracts and guidelines.
5. Prepares weekly, monthly, quarterly or annual reports for college, local, state and federal funding sources.
6. Prepares, checks, and approves invoices for payment; corrects discrepancies and resolves billing errors.
7. Monitors expenditures for compliance with applicable policies and procedures.
8. Produces, maintains and balances expense journals; processes interdepartmental transfers.
9. Generates invoices to the District for Bookstore reimbursement.

KEY DUTIES AND RESPONSIBILITIES (Cont):

10. Audits expense journals; identifies and verifies open transactions; establishes year-end liability accounts; recommends, monitors and completes budget and expense transfers, prepares fiscal year-end closing.
11. May create 1099 listing for District and Foundation; may research and resolve problems with regard to IRS compliance and discrepancies in Social Security Numbers and Federal Identification Numbers.
12. Prepares for and facilitates external auditing of specially funded projects and/or government-funded programs; provides documentation for and answers questions by auditors
13. Answers questions from student, staff and various agencies regarding financial and accounting procedures and related matters.
14. May serve as a lead worker to other classified staff in the area.
15. May supervise student assistants.

EMPLOYMENT STANDARDS**ABILITY TO:**

Prepare financial reports and statements; perform mathematic 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; interprets contracts, 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.

Preferred additional knowledge: Policies, procedures, and guidelines regarding government funded programs.

MINIMUM QUALIFICATIONS:

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

Education:

Community college coursework in accounting or knowledge of accounting procedures.

Experience:

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