



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BOOKSTORE 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 Bookstore 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 Bookstore 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. Balances registers and operating fund daily; prepares bank deposits; reconciles variances in operating and buyback funds; performs end of month accounting checklist for Santa Rosa and Petaluma campuses.
2. Assists in the development and implementation of the MBS accounting system to ensure compliance with generally accepted accounting principles and auditing procedures; maintains specialized training in various District programs.
3. Assists in preparing fiscal year-end closing entries to facilitate a clean audit; may serve as a contact for external audits.
4. Gathers, tabulates, checks, codes, posts and balances accounts payables.
5. Prepares and maintains various financial records and statements including credit card and check retrieval payroll, accounts payable, accounts receivable, and cash funds.
6. Matches incoming receipts and requisitions with invoices and accounts to be adjusted; issues checks.
7. Prepares weekly, monthly, quarterly or annual reports for Bookstore, local, state and federal funding sources.
8. Prepares checks for payment; corrects discrepancies and resolves billing errors.
9. Maintains and adjusts internal accounting controls.

KEY DUTIES AND RESPONSIBILITIES (Cont):

10. Receives invoices for reimbursement from college Accounting office.
11. May research and resolve problems with regard to IRS compliance and discrepancies in Student Identification Numbers, Social Security Numbers and Federal Identification Numbers.
12. Prepares for and facilitates external audit; provides documentation for and answers questions by auditors.
13. Answers questions from students, staff and various agencies regarding financial and accounting procedures and related matters.
14. Assists Bookstore Assistant Director with Personnel Action Forms, Master PAF's and orientation and training of short-term, non-continuing and student employees.
15. May serve as a lead worker to other classified staff in the area; 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:

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

Experience:

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