



Leadership • Collaboration • Support

**JOB TITLE: Accounting Specialist**

**CSEA Salary Schedule, Range 33**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

To perform complex accounting and auditing functions including the examination, analysis, maintenance, reconciliation, and verification of financial records.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Knowledge of accounting and budgeting principles, practices, and procedures; governmental accounting preferred.
- Knowledge of operating standard office equipment, personal computers, and software such as the Microsoft Office applications (Outlook, Word, Excel, One-Note, PowerPoint, Access, etc.), as well as Adobe Acrobat and similar document creation tools. Proficiency in Excel is strongly desired.
- Ability to obtain knowledge of education, government, and labor codes, state and federal laws and generally accepted accounting principles (GAAP), as they pertain to school finance, and the ability to apply as appropriate.
- Ability to establish and maintain financial records and procedures.
- Ability to prepare clear and comprehensive financial statements and reports.
- Ability to obtain knowledge to gain subject matter expertise in the use of the financial system.
- Ability to train and prioritize the work of others.
- Ability to establish and maintain effective work relationships.
- High School diploma or equivalent.
- Any combination of experience and education that could provide two (2) or more years of successful experience that demonstrates accounting knowledge and understanding in accounting, such as: auditing, payroll, employee benefits, completion of financial reports. Local Educational Agency (LEA) business experience preferred.

## **ESSENTIAL DUTIES**

- Assists in the preparation, coordination, and maintenance of accounting and budgeting operations, such as:
  - Budget development and management
  - Expenditure monitoring and reporting
  - Payroll tax and retirement reporting
  - Financial reporting
  - General ledger
  - Data verification
  - Cash verification and analysis
  - Fiscal and calendar year end closing
  - Attendance accounting and reporting
  - Physical inventory and fixed assets
- Prepares, verifies and/or files/submits local, state or federal reports, such as expenditure reports, attendance and tax documents.
- Assists in the preparation, review, and analyses of LEA financial and expenditure reporting relative to state-established criteria and standards, such as:
  - Reviews for accuracy, completion and conformity to rules, regulations and laws
  - Preliminary evaluation of fiscal condition under AB1200
  - Communication regarding discrepancies, changes and variances in reports
- Assists in processing all documents related to retirement benefits, including processing payments, reconciliation of statements, and data entry.
- Assists in processing payroll and benefits.
- Reads and interprets financial information necessary to competently perform duties.
- Assists and train others performing financial duties to understand policies, procedures and practices.
- Assists LEA staff in utilizing the financial system efficiently and effectively.
- Assists in record retention process.

- Assists in maintaining LEA chart of accounts according to the standardized account code structure (SACS).
- Assists in the performance of other fiscal oversight functions related to LEAs.
- Assists the internal and external auditors as required.
- Attends and actively participates in meetings as appropriate.

**MARGINAL DUTIES**

- Performs related duties as required.

**SUPERVISION RECEIVED**

Employees in this classification receive limited supervision within a broad framework of overall objectives.

**SUPERVISION EXERCISED**

None. However, employees in this classification may train and coordinate the workflow of other team members in the area of accounting procedures and record keeping functions.

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing(15%)      Walking(15%)      Sitting(70%)

Body Movement(Frequency):

None (0)      Limited (1)      Occasional (2) Frequent (3)      Very Frequent (4)

Lifting – lbs. (0-40)      Lifting (2)      Bending (3)

Pushing and/or Pulling Loads (1)      Reaching Overhead (2)      Kneeling or Squatting (3)

Climbing Stairs (2)      Climbing Ladders (0)