

## DEL MAR UNION SCHOOL DISTRICT

**CLASS TITLE:** ACCOUNTING SPECIALIST

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services, perform complex accounting and bookkeeping work; prepare, develop, monitor, and maintain computer generated financial statements and reports in support of the Business Services Department.

**REPRESENTATIVE DUTIES:**

- Prepare and maintain a variety of difficult and complex financial and accounting records, ledgers, and reports; maintain a variety of files.
- Respond to inquiries by vendors, school sites, and other agencies regarding the status of requisitions, purchase orders, packing slips and invoices.
- Provide information to District personnel regarding various records, budgets, accounts, and programs.
- Provide for the proper processing of accounts payable invoices; code and prepare invoices for payment; monitor timelines for applicable discounts; post activity to computer.
- Evaluate financial condition of assigned programs; develop trend information and communicate issues or problems to management.
- Provide for the proper collection and accountability of monies received.
- Prepare year-end accruals for accounts payable and/or accounts receivable.
- Prepare or assist in the preparation of a variety of reports required by Federal, State, and County agencies to include but not limited to sales tax reconciliations and remittances.
- Prepare journal entries with a good understanding of fund accounting.
- Track site usage of all utilities to ensure proper payments and accurate records.
- Identify and correct errors in a variety of accounting, budgeting, and purchasing documents prepared by sites and departments.
- Responsible for the desk duties of other business office positions upon cross-training.
- Compare and reconcile various fiscal statements, records, reports, and documents to assure accurate fund accounting; review and audit data, records, reports and documents for accuracy and completeness; identify, correct, and resolve errors and discrepancies.
- Input and update a variety of financial and statistical data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized reports and statements; assure accuracy of input and output data.
- Monitor funds for income and expenditures; review, adjust and assure accuracy of journal entries; assist in assuring transactions comply with established standards and budget and spending limits as assigned.
- Maintain contact with vendors to modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, deliveries, invoices, and payments as needed.
- Train and provide work direction and guidance to new employees as assigned.
- Provide technical support with year-end closing, new fiscal year, and related financial functions.

- Attend and participate in various meetings, conferences and training sessions as assigned.
- Prepare bank deposits; reconcile bank deposits.
- Provide input on accounting policies and procedures.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Methods, procedures, and terminology used in accounting work.
- Accounting practices and procedures.
- Financial and statistical record-keeping techniques.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of office equipment, including a computer terminal and word processing and spreadsheet software applications such as Microsoft Word and Excel.

### **ABILITY TO:**

- Perform a variety of responsible accounting duties.
- Effectively plan, organize, prioritize, and complete multiple tasks within a reasonable time limit.
- Prepare and process financial, statistical, accounting and purchasing documents, records, and materials.
- Maintain accurate financial and statistical records.
- Meet schedules and timelines.
- Verify post, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Add, subtract, multiply, and divide quickly and accurately.
- Learn, apply, and explain policies, procedures, rules, regulations, and State Education codes involved in assigned activities.
- Work confidentially with discretion.
- Type at an acceptable rate of speed.
- Perform common clerical duties such as filing, typing, duplicating, and maintaining routine records.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by advanced training and course work in accounting or bookkeeping and five years accounting experience maintaining automated financial and statistical records; school district experience desired.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office Environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a keyboard.
- Sitting for extended periods of time.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 32.