

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ACCOUNTING SPECIALIST

BASIC FUNCTION

Under the direction of an administrator or designee, to perform specialized technical accounting, and budget control clerical functions in maintaining financial and statistical records for a major District program; to perform assigned functions utilizing manual and computer assisted processes, ensuring accurate accounting of expenditures, transactions, and budgeting pertaining to the assigned District-wide program; to compile, process and maintain accounting and statistical records in conformance with applicable laws, rules, regulations and requirements of the program's funding authority. Incumbents in this classification provide staff a variety of specialized accounting and budget control fiscal services which in turn directly support learning.

ESSENTIAL JOB FUNCTIONS

- Ensures that the establishment, maintenance, and tracking of accounting information and records complies with applicable laws, rules, regulations and procedures of applicable funding authority
- Performs specialized and technical functions in assembling, tabulating, calculating, verifying and filing accounting and fiscally related information and data and Point of Sale (POS) transactions
- Prepares multi-year projections for purchases
- Administers E-rate program to ensure clear requirements and documentation conform to the E-rate process
- Performs fiscal record management operations related to accounting and budget control functions related to state and Federal budgeting processes
- Audits, posts, balances and verifies accounting and budget control records
- Calculate and file state sales tax returns and reconciles employee payroll costs into the accounting system
- Prepares trial balances and financial statements including tracking, maintaining and calculating annual fixed assets depreciation schedule
- Establishes, posts and maintains journals, ledgers and a variety of other accounting and fiscal records
- Prepares and verifies the accuracy and completeness of financial files, records and expenditure reports including categorical programs
- Prepares accounting and budget control record analyses
- Performs accounts receivable or accounts payable duties including billing invoice processing payment for vendor invoices and printing checks to be signed or mailed, generate purchase orders and estimate annual spending for purchase orders for vendors as assigned
- Receives cash and payments from various programs, records receipts, invoices vendors and makes regular deposits according to established procedures, performs duties in the handling and processing of cash receipts
- Operates a variety of business office machines and equipment including a computer and assigned software
- Compiles information and prepares and maintains a variety of records and reports, inputs data and analyzes, verifies and reconciles reports, submits reports to appropriate agency or personnel as assigned, assures the timely receipt and distribution of data and reports
- Prepares regular journal entries for a variety of items including payroll, sales, receipts, expenditures, inventory and expenses as assigned

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- Performs arithmetical calculations and verifies computations
- Assists in the development of budget preparation materials for the assigned program, including the projection of revenue and expenditure data
- Trains personnel in daily cash reconciliation procedures for daily food sales
- Performs functions within a specialized accounting and budget control record management system applicable to assigned program
- Assists with reconciling personnel payroll information in assigned programs
- Communicates with personnel, parents and outside contacts to information and resolve issues or concerns, interprets and provides information regarding routine legal mandates, policies, regulations and operational guidelines to school and District personnel
- Provides technical information and reports to County, State and Federal agencies
- Performs a variety of general clerical duties related and assigned duties
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Perform complex and technical accounting and budget control clerical functions
- Prepare, review and analyze accounting and budget control files, records, summaries and reports
- Perform double entry bookkeeping
- Advise accounting and budget control clerical personnel
- Make complex arithmetical calculations
- Accurately count, record and verify monies
- Effectively and efficiently operate office machines and equipment

Knowledge of:

- Methods, practices and procedures of school district accounting and budget control record management
- Operation of manual and computer-assisted accounting and budget control record management systems
- Modern office practices, procedures and equipment
- Financial and statistical record-keeping techniques
- Methods and techniques of organization and planning
- Policies and objectives of assigned programs and activities
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Arithmetic computations

Ability to:

- Perform a variety of specialized accounting duties
- Plan, schedule and perform a variety of secretarial, clerical and typing duties in support of assigned department or function

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- Assemble diverse data and prepare clear accurate and concise reports
- Maintain files and records
- Prepare monthly claim forms and periodic statements for State and Federal reimbursement
- Interpret and apply specific rules, policies and procedures of the office or program to which assigned
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Prepare correspondence and related materials
- Understand and carry out oral and written directions
- Work courteously and tactfully with co-workers, public and parents
- Establish and maintain cooperative and effective working relationships with others
- Promote team building and a positive work environment
- Provide training to assigned personnel
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Calculate and process sales tax on a quarterly basis
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Make arithmetic computations with speed and accuracy

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, the incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENTExperience:

Four (04) years of technical experience in accounting or budget control, record management and reporting. At least one year of experience in an educational fiscal service unit is preferred.

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Education:

Completion of an Associate Degree or equivalent in accounting, finance or business, including specialized coursework or training in accounting, bookkeeping, business office organization and planning, or closely related fields.

LICENSES AND/OR CERTIFICATE REQUIREMENTS

- (Nutrition Services Division Only) Required to adhere to the annual minimum required training hours for School Nutrition Staff per the USDA Guide to Professional Standards for School Nutritional Programs. The training will be provided by the District.
- Possess and maintain a valid California Driver's License along with evidence of insurability.