I. **Position Title:**
Accounting Specialist

II. **Position Description:**
Under the direction of the Director of Business Services, this position will prepare and maintain District’s financial and/or statistical records as related to school business. Performs complex accounting and clerical functions, and to do related work as may be required.

This position is characterized by its responsibility to perform complex accounting-related work requiring a high degree of accuracy and complex mathematical skills and to coordinate and provide technical direction to others assigned to accounting and financial record keeping positions.

III. **Example of Duties/Responsibilities:**
- Prepares, files, analyzes, audits, and submits monthly and annual reports for district, county, and state levels. *(E)*
- Monitors and provides training to school site personnel, conducts in-service meetings for school personnel regarding new laws, procedures, reports, and policy changes and conducts school site audits. *(E)*
- Informs both district administration and proper school site personnel of new laws and legislation concerning funding. *(E)*
- Monitors and reports district K-8 class-size penalties.
- Collects, produces, and provides statistical data to assist in budgetary decisions and in preparation of reports.
- Provides average daily attendance (ADA) information and attendance regulations to administration, auditors, general public, and agencies. *(E)*
- Reviews school site bell schedules and maintains district’s master bell schedule, including calculating school site daily/annual instructional minutes. *(E)*
- Builds schedules and section placements in student information systems software. *(E)*
- Performs related work as may be required.

*(E) = Essential*

IV. **Minimum Requirements:**

**Knowledge of:**
- Federal, state, and county laws and regulations relating to school finance.
- Developing and preparing financial reports and record keeping.
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, letter, and report writing.
- District policies and procedures and collective bargaining agreement procedures.
- Operation of calculators, computers, and other standard office equipment.
- Bookkeeping and computer-based accounting systems.

**Ability to:**
- Learn and utilize new and current technologies.
- Perform complex accounting functions.
- Prepare and review financial statements and related summaries and reports.
- Understand, interpret, and apply rules and written directions to specific situations.
- Train and provide clear direction to other staff.
- Work under pressure, meet deadlines, and establish priorities.
• Operate standard office machines.
• Understand and carry out oral and written directions.
• Establish and maintain effective working relationships.
• Use independent judgment.

Education and Experience

• A Bachelor’s Degree from an accredited institution with a minimum of two (2) years of experience in an accounting environment or a related area, preferably in a school district or other public agency;

OR

• Completion of high school and/or GED, or any combination equivalent to: completion of twenty-four (24) semester or thirty-six (36) quarter units of college course work in accounting or finance with a minimum of four (4) years of increasingly responsible experience in financial record keeping including at least one (1) year in a responsible accounting position.

License and Certificates:
• Possession of a valid California Driver’s License and driving record insurable to district standards.

V. Working Conditions:

Environment:
• Office/school campus.
• Subject to frequent interruptions.
• Subject to driving a vehicle to conduct work.
• May need to provide own vehicle for traveling from site to site.

Physical Abilities:
• Visual acuity to inspect financial or statistical records.
• Hearing and speaking to exchange information.
• Sitting for extended periods of time.
• Reaching overhead, above the shoulders, and horizontally.
• Dexterity of hands and fingers to operate standard office equipment.
• Bending, stooping, and squatting.
• Climbing on step stools or step ladders.
• Gripping and grasping.
• Light work – lifting, carrying, pushing, and/or pulling up to approximately 25 pounds.

CSEA Negotiations: 02.26.16
Board Approval: 04.12.16
CSEA Negotiations: 01.18.19
Board Approved: 03.05.19