



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

ACCOUNTING SPECIALIST

DEFINITION

Under general supervision, perform responsible and specialized account clerical work of above-average difficulty in establishing, maintaining and checking financial and statistical records; prepare periodic, recurring reports of records maintained; monitor and participate in the development of record keeping procedures related to specialized areas; and perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform work in one or more specialized areas of the accounting system, each of which requires a thorough knowledge of specific accounting functions. Specialized assignments may be periodically rotated. Incumbents are expected to exercise considerable initiative in the resolution of problems encountered in their work. This class is distinguished by its functional responsibility for a major program of the accounting system which requires incumbents to have a thorough understanding of the broad range of work, by preparation of clerical accounting reports, by the responsibility to exercise initiative in researching and resolving problems which do not require a departure from established practice and procedure, and by the expectation that work will be performed with considerable independence.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Perform a full range of accounts payable record keeping and processing, such as utility payments, contract payments, mileage and conference payments and reimbursements, and payment of purchase order acquisitions of supplies, equipment or services; match invoices to purchase orders and other authorizations and verify signatures and prices; compute discounts and taxes; make and verify extensions; assemble back-up documentation; communicate with vendors regarding the status of payments, refund payments, and product delivery; input accounts payable data to computer using County Office of Education PBA/PAR accounting system; receive and verify warrant report; prepare warrants for signature; mail warrants and supporting documentation to vendors; prepare Board materials to approve warrants; prepare records for annual audit.

Track missing invoices, packing slips, purchase orders and other documents; research accounting system for status of transactions; screen documents for proper authorization and return documents to proper authority for signatures; initiate duplicate warrant and warrant cancellation processes, enter data to computer, file in pending file and follow-up to verify completion of process. Request copies of checks which have been paid/canceled for verification of payment to vendor.

Receive and process incoming mail related to assigned functions. File pending documents and completed accounts payable documents into filing systems.

Monitor revolving and petty cash accounts; ensure that revolving cash expenditures are within established procedural and policy guidelines; maintain security of money in petty cash fund; input ledger and journal

entries; prepare periodic financial statements and reports; open and close books each fiscal year; prepare records for annual audit.

Prepare accounts receivable invoices based upon information provided by schools and departments; receive and process accounts receivable; accept cash, verify cash received, bundle cash and prepare receipts; prepare bank deposits.

Prepare journal entries to charge internal accounts for expenses such as reprographics, fuel, and postage.

Receive financial and statistical documents, and account reports, screen for accuracy and adherence to legal and procedural requirements; print and distribute accounting reports; perform a wide range of routine administrative support work related to the functions of the department.

Answer telephone, take messages, and transfer calls; answer a variety of telephone and written questions regarding accounting matters.

Operate standard office equipment such as photocopier, FAX, typewriters, microcomputers, computer terminal, printer, and postage meter.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Methods, practices, and terminology used in financial and statistical record keeping.

Data processing as it relates to financial and statistical record keeping.

Computer terminal operating methods.

Correct English usage and spelling.

Business correspondence and report preparation.

Modern office equipment and procedures.

Business mathematics.

Advanced functions of computer software related to financial record keeping (spreadsheets, databases, and text processing).

Customer and public relations courtesies and techniques.

Ability to:

Perform specialized accounting and statistical record keeping work of above-average difficulty.

Post data and make arithmetic calculations with speed and accuracy.

Learn pertinent procedures and apply them without immediate supervision.

Extract and summarize data and prepare standard financial related reports and business correspondence.

Audit, compare numbers and detect errors.

Operate quickly and accurately a 10-key calculator by touch method.

Operate a computer terminal; use advanced functions of standard and specialized financial-related computer software with efficiency and accuracy.

Operate a typewriter keyboard with accuracy.

Communicate effectively in English, both orally and in writing, displaying tact, patience, and judgment.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is completion of high school and one year of working-level experience performing accounts payable and other general accounting work in an automated environment.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print

See small objects at a distance of 2'

View a computer screen for prolonged periods

To Perform Tasks Such As To:

Balance accounts; review reports and statements

View data on computer screen

Input data, create spreadsheets, and reconcile accounts

Hearing: (which may be corrected)

Understand speech over a telephone

To Perform Tasks Such As To:

Communicate with vendors and staff

Speech:

Speak with a level of proficiency and volume to be understood over a telephone and in a noisy environment

To Perform Tasks Such As To:

Respond to questions from vendors and staff

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward

Use hands and arms to lift objects; turn, raise, and lower head

To Perform Tasks Such As To:

Use a 10-key calculator, input data into computer, turn pages in reports and assemble paperwork

Reach for reference materials, files, and across desk

Look at computer screen and desk tops

Lower Body Mobility:

Sit for prolonged periods of 1 hour

To Perform Tasks Such As To:

Enter data into computer

Strength:

To lift, push, pull and/or carry objects which weigh as much as 15 pounds on a frequent basis

To Perform Tasks Such As To:

Pick up reference book, binders and accounting reports

Environmental Requirements:

Work independently

Work cooperatively with others

Work inside

To Perform Tasks Such As To:

Perform assigned duties without constant monitoring

Resolve problems, collect fees, obtain information

Perform work in an office setting

Mental Requirements:

To read and write at a level of difficulty is essential for successful performance

Math skills at an advanced level

Comparing

Compiling

Analyzing

Learn quickly and follow written/verbal procedures and standards

Listen

To Perform Tasks Such As To:

Read, understand, interpret, and apply accounting information

Reconcile and balance accounts

Match documents to payments; check numbers

Gather information for reports

Review accounting activity

Review accounting reports on a scheduled basis; process documents

Understand concerns of vendors and staff