

Alameda County Office of Education Job Description

JOB TITLE: **Accounting Specialist I (Range 14, CSEA)**

JOB SUMMARY :

Performs accounting functions of a technical nature in connection with the maintenance of financial records and preparation of legally mandated financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Audits, codes and verifies requisitions and warrants to ensure legality and proper authorization for payment and correct coding; creates and maintains filing system of contracts, budgets and expenditures.

Operates warrant signature and bursting machines; disperses warrants.

Initiates, prepares, posts and processes journal entries, bank deposits, interoffice expense transfers, vendor and employee reimbursement payments, and related items according to prescribed guidelines.

Notifies district of cash deficits and initiates hold of warrants until fund transfer is completed.

Provides technical accounting assistance and data to school district and department personnel and other staff.

Serves as liaison with County Auditor and Treasurer's office, other agencies, and departments within ACOE.

Gathers, compiles, computes and prepares legally mandated financial reports, which may include revenue limit worksheets, employee attendance records, mandated tax forms, year-end program cost reports and related documents.

Reconciles, balances, tracks, maintains, and distributes records according to prescribed accounting procedures, which may include accounts payable, accounts receivable, payroll, revolving funds, and leave balances.

Assists districts and/or departments in calculating income formulas, budgets and expenditure reports.

Assists other accounting staff, program managers and management staff in budget preparation, special projects, invoicing, and/or accounting procedures.

Monitors and maintains payroll and leave balance records, deposit taxes, and verify payroll-related reports.

Performs related duties as required.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ABILITY TO

Perform technical and specialized accounting tasks in accordance with established guidelines and procedures.

Prepare and maintain specialized technical and legally required records and files.

Read, understand and implement technical documents, manuals, guidelines and procedures.

Communicate effectively technical and specialized accounting information to other staff and personnel.

Perform research ,compile data, prepare reports.

Perform clerical work and administrative tasks.

Keyboard at 40 WPM from clear copy.

Establish, maintain effective relationships.

Operate modern office equipment.

Meet schedules and time lines.

Understand and follow oral and written directions.

Answer telephones courteously and efficiently.

Perform routine clerical duties.

Operate personal computer and software.

Perform data input accurately.

KNOWLEDGE OF

Technical and specialized legally mandated accounting guidelines and procedures.

Data entry and processing.

Modern office practice and procedures.

Department operations and policies.

Correct English usage.

Operation of office equipment and software.

Telephone etiquette.

Basics of budget preparation and control.

Goals, polices and objectives of accounting programs.

Policies and objectives of assigned programs.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Ability to read and comprehend complex technical instructions and manuals, correspondence, and memos. Ability to write technical correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using whole numbers. Ability to compute rate, ratio, and percent and to create and interpret graphs. Ability to comprehend and implement financial mathematics related to school finance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed technical written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

Approved By Personnel Commission
Approved Date: February 19, 2009