

Alameda County Office of Education

JOB TITLE: **Accounting Specialist II (Range 16, CSEA)**

JOB SUMMARY :

Performs accounting functions such as payables and apportionments; assists in the maintenance of financial records and the preparation of legally mandated financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Audits, reviews, and verifies requisitions, warrants, and other financial documents to ensure legality, proper authorization and compliance with relevant legal, procedural, and budget requirements.

Computes and distributes State Apportionment and prepares various interdistrict transfers; assists districts in calculating apportionment income.

Assists in the development and implementation of accounting, budgeting, and retirement reporting systems.

Conducts in-service training workshops and individualized training.

Provides accounting assistance and data to school district personnel and other staff in the reconciliation of district records and corrects discrepancies.

Serves as liaison with outside governmental agencies, including the County Auditor and Treasurer's Offices and the State PERS/STRS agencies.

Prepares and files state Sales and Use Tax Returns.

Performs all aspects of 1099 processing; verifies eligibility; reviews, verifies, and reconciles amounts.

Posts vouchers, payroll, vendor warrants, journal entries, and inter-fund cash transfers.

Performs on-site reviews of District and County Office audits, bills, coding, and proper payment.

Operates warrant signature and bursting machines; may disperse warrants.

Establishes new funds and closes out old funds with Treasurer's Office for School Districts.

Maintains charts of accounts.

Gathers, compiles, computes and prepares legally mandated financial reports.

Reconciles, balances, tracks and maintains records according to prescribed accounting procedures.

Performs year-end closings of financial records.

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

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

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 specialized accounting tasks.

Prepare and maintain financial 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.

Provide customer support and technical assistance to staff.

Perform research and compile data; prepare reports.

Perform clerical work & 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 related software.

KNOWLEDGE OF

Specialized legally mandated accounting methods and procedures.

Specialized state financial accounting requirements and procedures.

Research and reconciliation methods and procedures.

Attendance accounting.

Banking regulations and procedures.

District and County Office financial structure, operations, and procedures

Modern office practice and procedures.

Department operations and policies.

Correct English usage.

Operation of office equipment and software.

Telephone etiquette.

Goals, polices and objectives of accounting programs.

Policies and objectives of assigned programs.

Retirement reporting systems.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; three years related experience of increasing responsibility in school district or county office of education accounting; 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 training and experience to carry out assigned accounting activities. Ability to deal with problems involving several 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