

JOB DESCRIPTION
San Leandro Unified School District

Accounting Specialist

Purpose Statement

The job of Accounting Specialist is done for the purpose/s of providing support to department activities with specific responsibility for the maintenance of financial accounting records including supporting documentation for journals, cash receipts, invoicing and related work as required; and supports the Director of Business Services in the compilation, analysis and review financial reports.

This job reports to Assistant Superintendent or Director of Business Services.

Essential Functions

- Analyzes financial information (e.g. new purchase order transmittals for available funds, warrant transmittals for accuracy on billing and signature approvals, etc.) for the purpose of identifying potential budget variances, compiling statistical information, and conforming to established financial practices and regulatory requirements.
- Assigns all new transactions users with login and password access for the purpose of ensuring access to needed information and appropriate software.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Calculates and transfers salary expenses for all Bond projects quarterly or as needed for the purpose of ensuring budget limits have not been exceeded.
- Communicates with Colbi , software for the Accountability system, for the purpose of resolving software issues, obtaining and inputting software updates in the AA system.
- Compiles a wide variety of financial information related to work assignments for the purpose of providing required documentation and/or processing information.
- Coordinates warrants, warrant transmittals, and invoices for the purpose of delivering services in compliance with established guidelines.
- Inputs and reviews a variety of related data (e.g. new purchase orders numbers, warrant numbers, interest entries, retention payments, etc.) for the purpose of ensuring accuracy in Accountability system.
- Maintains a wide variety of financial information, files and records (e.g. Bond purchase orders and payments, detailed spreadsheets for salary expenses, journal entries, cash receipts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or compliance to contract language and funding issues.
- Prepares a wide variety of written materials and electronic financial information (e.g. general accounting journals, cash receipts and disbursement, year-end accrual transactions, reports for auditors/COC meetings as needed, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Processes a wide variety of financial information (e.g. invoices for payment, purchase order transmittals, check stop notices, retention payments, transfers of salary expense, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices recommended by the California School Accounting Manual.
- Reconciles a wide variety of financial data (e.g. Accountability System and ESCAPE reports, budget summary reports, Victory Funds, US Bank account, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Assists with budget development for the purpose of ensuring that procedures, policies and budget development is in compliance with established guidelines.
- Supports the Director of Business Services for the purpose of assisting with compiling, analyzing and reviewing financial reports.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; and operating standard office equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; State Education Codes and other applicable laws; and recordkeeping and record retention practices.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or

crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency Equivalent to completion of the twelfth grade, college level principals of accounting courses required. AA degree with emphasis on business. Evidence of practical experience and/or post secondary courses in IBM or Macintosh computer required. Additional qualifying experience may be substituted on a year for year basis for the desirable college courses.

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

48