

**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.

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**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.