

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ACCOUNTING SPECIALIST I**

### **RANGE: 20**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties in support of assigned County Office accounts, funds, budgets and functions; review, analyze, maintain and adjust assigned funds, budgets and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of specialized accounting duties in support of assigned County Office accounts, funds, budgets and functions such as accounts payable, accounts receivable, student attendance, department support and benefits; review, adjust journal entries.

Prepare and maintain a variety of financial and statistical records, statements, files and reports related to accounts, funds, income, expenditures, budgets and assigned activities; assure mandated reports are completed in accordance with established time lines and requirements.

Research, compile, prepare and revise accounting data and documents; monitor, evaluate and reconcile assigned accounts; code, verify and update accounts to reflect income and expenditures; reconcile various fiscal statements, records, reports and documents to assure accurate fund accounting.

Process accounts receivable as assigned; receive, audit and verify incoming monies; check money totals against receipts and invoices to assure accuracy; prepare and reconcile bank deposits; prepare and follow up on invoices and billings as directed; process returned checks and maintain debtor lists.

Compile, prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports for various departments and programs as assigned; develop and maintain attendance calendars and registers.

Compile and process a variety of forms and documents involved in financial, statistical and other transactions related to assigned accounts and functions.

Communicate with County Office personnel, administrators, outside agencies and others to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Assist in assuring assigned accounting functions comply with established fiscal controls, standards, requirements, laws, rules, regulations, policies and procedures.

**November 2005**

Participate in a variety of other assigned activities such as calculating year end accruals, assisting with outside audits, and developing manuals.

Attend and participate in various meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in specialized accounting work.  
Generally accepted accounting principles, practices and procedures.  
Preparation, review and control of assigned accounts.  
Financial and statistical record-keeping techniques.  
Record retrieval and storage systems.  
Applicable laws, codes, rules, regulations, policies and procedures.  
Policies and objectives of assigned programs and activities.  
General accounting and business functions of an educational organization.  
Data control procedures and data entry operations.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and courtesy.  
Arithmetic computations.

**ABILITY TO:**

Perform a variety of specialized accounting duties in support of assigned County Office accounts, funds, budgets and functions.  
Reconcile, balance, verify, audit and adjust assigned accounts, funds and budgets.  
Prepare and analyze comprehensive accounting statements and reports.  
Maintain accurate financial and statistical records.  
Assemble, organize and prepare data for records and reports.  
Compare numbers and detect errors efficiently.  
Reconcile various fiscal statements to assure accurate fund accounting as assigned.  
Identify, investigate and resolve financial issues, errors and discrepancies.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform arithmetic calculations quickly and accurately.  
Meet schedules and time lines.  
Operate standard office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in accounting or related field and three years accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.