

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ACCOUNTING SPECIALIST II

RANGE: 22

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, petty cash, construction, contracts, department support and benefits; review, adjust and assure accuracy of journal entries.

Calculate, assemble, match, sort, tabulate, review and post a variety of financial and statistical data; balance, audit and adjust accounts; monitor funds for income and expenditures; audit accounts and related data, records, reports and statements for errors and make appropriate corrections.

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.

Receive, review, process, sort and file construction contracts, leases, county facilities and maintenance charges, purchase orders, requisitions, warrants and invoices as assigned; prepare invoices and other documents for payment; issue payments for various financial obligations as directed; check invoices and match with purchase orders and receivers.

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.

Issue payments for prepaid travel expenses.

Input and update a variety of financial, statistical or budgetary data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized reports and statements; assure accuracy of input and output data.

November 2005

Provide technical assistance to staff concerning assigned accounting functions; respond to inquiries, resolve issues and discrepancies and provide technical information concerning related accounts, funds, budgets, transactions, records, reports, laws, regulations, policies and procedures.

Assist in the development, preparation and maintenance of various budgets as assigned; assist in assuring expenditures do not exceed established limitations; analyze budgetary data and prepare forecasts, projections and recommendations.

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

Process and issue payments to reimbursement claims as required; monitor, reconcile and maintain cash and credit card accounts as assigned.

Train and provide work direction and guidance to subordinate staff; provide coverage for related positions as needed.

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.

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

Attend and participate in various meetings as assigned.

OTHER DUTIES:

If directed, serve as a lead for the accounts payable function.

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.

Preparation of financial statements and comprehensive accounting reports.

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.
Calculate, post and adjust journal entries including income and expenditures.
Monitor and audit income and expenditures.
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 four 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.