ACCOUNTING SPECIALIST

DEFINITION

With minimal supervision, to perform complex technical and analytical accounting, budgeting and other financial or statistical activities within a department of the business services area. To act as a lead worker for other department staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Provides technical assistance in the analysis of accounting and other fiscally related issues within the designated business services department and to other departmental staff; independently performs professional accounting duties in the overall establishment, maintenance and control of accounts and funds of the district; leads the efforts of the annual closing and reopening of the district's books and accounts; prepares required analyses, working trial balances and other schedules required for the district's annual audit. Prepares, presents, and assists in the development of management information reports. Provides suggestions to the supervisor as to the maintenance and/or development of new or revised operating procedures for new or modified programs, legislative changes, and district policies and regulations. Implements changes in procedures to enhance operations in the department. Assists in the improvement of district fiscal processes and procedures in such areas as the basic financial system, management information system and internal accounting controls. Analyzes district procedures to ensure compliance with board policies, Education Code provision and other State, Federal, and miscellaneous regulations; assists in the development of specifications and develops microcomputer applications such as spread sheet and word processing applications; serves as a lead for account clerks and other clerical personnel; assists in the organization and workflow of the department; performs other related duties as assigned. Serves as the backup to the supervisor; develop and conducts training programs for college and district staff on business related procedures.

Assists the supervisor in management and maintenance of department policies and procedures; recommends and helps implement improved controls and processes for maintenance of the accounting system processes; analyzes and recommend changes to software supported by network systems/programs; coordinate technology improvements through cooperation with the Business Services department supervisor, college staff and district management information staff. Assists in the establishment of departmental procedures and district wide processes. Act as a lead worker for other department staff by providing guidance and assistance in problem resolution. Performs related work and other duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the wide latitude given for independent judgment and initiative for resolving problems within a major area of responsibility. These positions are typically assigned to accounting, budget, payroll, insurance, student attendance, financial aid or other business areas where the technical nature of the job requires in-depth understanding of these functions. Other characteristics include a wide range of knowledge of district policies and procedures related to business services, specifically accounting activities, automated systems, as well as a high level of problem solving skills, independent judgement and work skills.
QUALIFICATIONS

EXPERIENCE
Three years of increasingly responsible experience in a large, automated environment in payroll, accounting or financial record keeping, equivalent to the Accounting Specialist duties; or, one year of experience in Los Rios District performing duties at the level of an Accountant, or equivalent.

EDUCATION
A bachelor's degree in business with a major in accounting or a related field from an accredited college or university; OR, a bachelor’s degree in any discipline area and one additional year of qualifying experience.

KNOWLEDGE OF
Applicable laws, regulations, ruling, procedures, and policies regarding accounting in a community college district. General and governmental accounting and budget principles; methods and practices of financial and statistical record keeping; complex computerized systems and application as related to financial record keeping; desktop computer systems.

ABILITY TO (ESSENTIAL FUNCTIONS)
Apply generally accepted accounting principles and procedures, analyze financial data and draw sound conclusions; prepare financial statements for the various district funds. Plan, organize, lead, control, and participate in department duties to ensure duties are performed timely and accurately. Resolve problems quickly and efficiently; prepare clear, complete, concise reports. Learn and interpret laws, rules, regulations and policies and apply them to specific cases, and explain to other staff at the district office and campuses. Apply data processing applications to accounting functions and other financial or statistical activities; assist in the design development and enhancement of accounting and budget computerized systems; establish and maintain cooperative relations with those contacted in the course or work; communicate in an acceptable business manner. Analyze situations accurately and adopt an effective course of action.