FISCAL SERVICES ACCOUNTING SPECIALIST

DEFINITION

Under direction of the Fiscal Services department supervisor and with minimum supervision, performs complex technical and analytical budgeting and position management tasks at a professional level and acts as a lead for other department staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Prepares, presents, and assists in the development of management information reports; provides assistance in problem resolution; serves as the back-up to the supervisor; and develops and conducts training programs for college and District staff on budgeting and attendance procedures. Assists the supervisor in the management and maintenance of the District’s automated position management system; recommends and helps to implement improved controls and processes for system maintenance; analyzes and recommends changes to software supported by network systems/programs; and coordinates technology improvements through cooperation with the Fiscal Services supervisor, college staff, and District management information systems staff. Maintains attendance reporting to the State; reviews, analyzes, corrects, and maintains all attendance information from each campus’ admissions and records department and scheduling office; analyzes District attendance accounting procedures to ensure compliance with laws, policies, and regulations; and prepares and analyzes internal enrollment reports for management. Assists in the establishment of departmental procedures and District-wide processes; assists in the development and maintenance of the District’s budget; analyzes the affect of position transactions to the budget; and reconciles and prepares budget and journal entries. Assists in the development, preparation, and analysis of management information reports; recommends content and format changes; and takes responsibility for recording and reconciling financial aid fund cash transactions, budget and expenditure analysis, and internal and external reporting for the fund. Acts as a lead for other department staff by providing guidance and assistance in problem resolution and performs other duties as required. Other duties may include the planning, organizing and coordinating of budget and position activities with colleges and other operational units, assisting in the development of training programs and conducting or participating in training programs for college and District staff on operating procedures, attendance laws and regulations, and reporting requirements of the State.

QUALIFICATIONS

EXPERIENCE

Promotional

One year of experience in Los Rios District performing duties at the level of an Accountant or equivalent.

General

Three years of professional experience in accounting in a large automated payroll or accounting environment. OR Three years of responsible experience in accounting or financial record keeping equivalent to the Accountant duties in the Los Rios Community College District.

EDUCATION

A bachelor’s degree in business with a major in accounting or a related field from an accredited college or university, including course work in financial accounting and automated systems (preferred).
KNOWLEDGE OF
Knowledge of applicable laws, regulations, rulings, procedures, and policies regarding budgeting and accounting in a community college district. Knowledge of standard accounting functions such as reconciliation and documentation; district budget and position management policies and procedures; and modern office practices, procedures, and equipment. Knowledge of complex automated human resource and financial systems; general accounting and financial controls; and mainframe, network, and desktop computer systems. Knowledge of all duties required of the Accountant and Account Clerk II working in the Fiscal Services department.

SKILLS IN
Skill in problem solving; the utilization of spreadsheet, word processing, database, and communications computer applications; understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience. Skill in finding ways to structure or classify multiple pieces of information; and listening to what other people are saying and asking questions as appropriate.

ABILITY TO (ESSENTIALS FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to organize, lead, control, and participate in department duties to assure the timely and accurate distribution of District budget information; perform complex budget preparation and verification duties; analyze financial data; and draw sound conclusions. The ability to resolve problems quickly and efficiently; prepare clear, complete, concise reports; explain budget policies and procedures to staff; post data; and make mathematical calculations quickly and accurately. The ability to monitor, adjust, and reconcile budget data including reconciling differences between budget and actual; operate office equipment; efficiently use Microsoft and Corel applications; evaluate and remedy complex anomalies in automated systems; performs lead responsibilities and supports employees from other departments. The ability to interpret, apply, and explain rules, regulations, collective bargaining contracts, policies and procedures; maintain records and prepare reports. The ability to analyze situations accurately and adopt an effective course of action.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Computer, fax, copier, printer, telephone, and calculator.