

ACCOUNTING SPECIALIST

DEFINITION

Under supervision of assigned supervisor/manager, perform the most complex technical and analytical accounting, budgeting and other financial or statistical activities within a department of the business services area. Act as a lead, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Provide technical assistance in the analysis of accounting and other fiscally related issues within the designated business services department and to other departmental staff; independently perform professional accounting duties in the overall establishment, maintenance and control of accounts and funds of the district; lead the efforts of the annual closing and reopening of the District's books and accounts; prepare required analyses, working trial balances and other schedules required for the District's annual audit; prepare, present, and assist in the development of management information reports from a variety of data sources; assist with the maintenance and development of operating procedures for programs, legislative changes, and District policies and regulations; implement changes in procedures to enhance operations in the department; assist in the improvement of District fiscal processes and procedures in such areas as the basic financial system, management information system and internal accounting controls; serve as a lead for Accountant and Account Clerks. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of experience related to the duties of the position; **OR**, one year of experience in Los Rios Community College District as an Accountant.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

A bachelor's degree in business with a concentration in accounting or a related field; **OR**, a bachelor's degree in any discipline and one additional year of qualifying experience; **OR**, an associate's degree in accounting or a related field, and two additional years of qualifying experience; **OR**, an associate's degree in any discipline and three additional years of qualifying experience.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

General and governmental accounting and budget principles; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; basic principles of leadership, oversight and training; applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment;

administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.