

FISCAL SERVICES ACCOUNTING SPECIALIST

DEFINITION

Under supervision of the assigned supervisor/manager, perform complex technical and analytical budgeting and position management tasks, and act as a lead for other department staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Maintain attendance reporting to the State; review, analyze, correct, and maintain all attendance information from each campus' admissions and records department and scheduling office; analyze District attendance accounting procedures to ensure compliance with laws, policies, and regulations. Assist in the development and maintenance of the District's budget; analyze the effect of position transactions to the budget; reconcile and prepare budget and journal entries; plan, organize and coordinate 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; record and reconcile financial aid fund cash transactions, budget and expenditure analysis, and internal and external reporting for the fund. Assist in the development, preparation, and analysis of management information reports; assist in the establishment of departmental procedures and District-wide processes; assist in the management and maintenance of the District's automated position management system, and with the implementation of improved controls and processes for system; analyze and recommend changes to software supported by network systems/programs; coordinate technology improvements through cooperation with college staff, and District management information systems staff; act as a lead for other department staff by providing guidance and assistance in problem resolution. 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 area AND one additional year 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 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.