



Specialist 6 / Dist Accounting

Purpose Statement

The job of Specialist 6 / Dist Accounting is done for the purpose/s of assisting in daily accounting functions; assisting with the annual budget process; processing fiscal information in compliance with established policies; providing instruction, recommendations, and/or support to other personnel.

This job reports to Director of Accounting

Other Functions

- Assists Director of Accounting for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Compiles a wide variety of financial information related to work assignments for the purpose of ensuring compliance with policies and procedures.
- Coordinates with District personnel for the purpose of implementing and maintaining services and/or programs.
- Maintains a wide variety of financial information, files and records, vendor setup –involves SSN/TIN (e.g. accounts receivable, contracts, grants, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, statewide meetings, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares monthly claims for grants awarded by government entities to ensure that funds are received in a timely manner for the purpose of ensuring timely receipt of grant funds and timely reporting.
- Prepares a wide variety of written materials and electronic financial information (e.g. Foundation statements, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a wide variety of financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Provides training and orientation and support to other departmental personnel regarding procedures, program requirements, budgeting and accounting software for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Reconciles a wide variety of financial data (e.g. bank statements, Foundation records and bookkeeping, fixed assets, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Responds to inquiries from a wide variety of sources both internal and external (e.g. district employees, vendors, auditors, administrators, etc.) for the purpose of facilitating communication among several parties; providing guidance, providing information and/or referral for addressing inquiry.
- Trains principals, secretaries, and staff on accounting procedures and use of accounting software for the purpose of ensuring fiscally effective and responsible work units.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats; present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting principles; budget processing; and codes, laws, rules, regulations and policies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Previous accounting/bookkeeping experience and Associates Degree in Accounting or equivalent

Continuing Educ. / Training:

Frequently as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

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