

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting and complex administrative duties related to the preparation, maintenance and audit of financial records and accounts within a specialized area such as payroll and accounting projects.

REPRESENTATIVE DUTIES:

Perform complex and technical accounting duties in support of an assigned department; establish, monitor and maintain assigned accounts. *E*

Analyze income and expense data to determine the cost of effectiveness of programs, purchases and activities; prepare statistical and analytical reports for administrators as requested. *E*

Gather, assemble, post, balance and summarize accounting data; receipt and deposit monies as assigned. *E*

Compile, organize and review financial data and documents; prepare and process statistical and financial reports and statements as mandated by County, State, and Federal agencies; prepare financial reports and related documents including profit and loss statements, balance sheets and reimbursement claims for an assigned area. *E*

Reconcile and balance assigned accounts; record financial transactions; maintain journals and ledgers; prepare trial balance. *E*

Process accounts receivable and accounts payable as assigned; prepare billings; maintain related files; record receipts and expenditures; transfer monies and correct errors and discrepancies. *E*

Audit daily receipts as assigned and prepare periodic reimbursement claims; prepare financial statements and projections as requested. *E*

Monitor and control expenditures to assure funds cover expenditures and are charged properly to assigned accounts. *E*

Assist other employees in Fiscal Services department with completion of tasks as needed/assigned. *E*

Research prior fiscal year data and transactions relating to current problem resolution. *E*

Communicate with vendors, and District personnel to resolve problems, correct errors, obtain authorizations and exchange information. *E*

Audit financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations. *E*

Coordinate with Los Angeles County Office of Education (LACOE) in preparation and maintenance of accounting and payroll records. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures.
Financial, statistical and fiscal record-keeping principles.
Preparation of comprehensive accounting reports.
Modern office practices, procedures and equipment.
Applicable sections of State Education code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer work station.
Technical aspects of field of specialty.
District organization, operations, policies and objectives.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain and audit fiscal records and accounts.
Perform technical and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports for an assigned department.
Assure compliance with applicable District policies, procedures and governmental regulations.
Comprehend and explain each of the Bargaining Unit's contract provisions, rules, regulations and policies as they pertain to employee salaries.
Balance accounts and reconcile bank statements.
Prepare financial records, reports and statements.
Interpret and apply rules, regulations, policies and procedures.
Operate a variety of office equipment and machines such as typewriter, calculator, copier and computer.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and three years increasingly responsible experience in the preparation and maintenance of financial and statistical records or the maintenance of employee health benefit programs in an automated accounting environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, seeing to read, post and assure the accuracy of financial records and documents, and hearing and speaking to exchange information.