

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of Manager – Accounting and Finance and Manager - Payroll, review, verify, exam, audit records pertaining to district wide student enrollment and attendance; design, implement, and monitor district's position control system; advise management proper position control procedures and personnel cost information; timely prepare and maintain related reports; perform a variety of technical accounting and complex administrative duties as assigned.

REPRESENTATIVE DUTIES:

Summarize, analyze, and compose attendance accounting records to file accurate and complete state required reports generating 75 percent of District's unrestricted general fund revenues. *E*

Design, implement, monitor, and review district's position control of personnel staff. Develop appropriate forms and instructions to ensure efficient use of the position control system. *E*

Coordinate with all school sites to review, verify, and audit student attendance information including areas such as K-12 regular average daily attendance, independent study, home schooling, summer school and hourly programs, K-3 class size reduction, attendance due to emergency conditions, special education extended year, special education non-public schools, and adult education. *E*

Advise management proper position control procedures and accurate personnel budget information. Prepare necessary reports to provide personnel cost information. Assist budget preparation and forecast process. *E*

Research, review and analyze laws, regulations and rules related to attendance accounting and position control and make recommendations to management and cabinet on district attendance policies/operation and on district wide position control procedures to maximize possible state funding and increase budget efficiency. *E*

Review, verify, and audit data and documents to assure accuracy, completeness and compliance with education codes, district policies and procedures, Federal and State or other applicable governmental regulations. *E*

Ensure proper budgetary control of personnel costs and proper allocation to labor accounts. *E*

Coordinate with Information Technologies (IT) department in the implementation of the student attendance system, testing of system application, generating and formatting of attendance forms; act as liaison between the site users and IT department. *E*

Implement available position control system and budget projection system from Los Angeles County Office of Education (LACOE). Coordinate with departments/school sites and Human Resources Division to maintain accurate data in the system. *E*

Coordinate and train site administrators and secretaries on the student attendance system; provide technical guidance utilizing specific knowledge and expertise of the system. *E*

Provide district-wide training to departments and schools regarding proper procedures of position control. Coordinate with departments/school sites and Human Resources Division to ensure proper authorization/budgeting of positions. *E*

Liaison with LACOE regarding enrollment and attendance issues, including timely filing of state required reports and responding to LACOE's inquiries. *E*

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

Assemble, organize, post, balance and summarize accounting data, assist other employees in accounting department with completion of tasks as assigned. *E*

Perform other related duties as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Accounting, auditing, and budgeting principles, practices and procedures.
Financial, statistical and fiscal record-keeping principles.
Preparation of comprehensive accounting and attendance reports.
Modern office practices, procedures and equipment.
Applicable sections of State Education Code and other Federal and State applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer workstation, ten key by touch and other office equipment.
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:

Maintain and audit fiscal records and accounts.
Perform technical and complex accounting and financial projection work in the preparation, maintenance and review of financial and attendance records, accounts and reports for an assigned department.
Assure compliance with applicable District policies, procedures and governmental regulations.
Interpret, explain, and assure compliance with the District's contract provisions, rules, regulations and policies.
Balance accounts and reconcile bank statement.
Interpret and apply rules, regulations, policies and procedures.
Operate a variety of office equipment and machines such as typewrite, 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 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.