

TITLE: ACCOUNTING SPECIALIST

JOB GOAL: To assist in district budget development, revision, and monitoring. Provides accounting services essential to the preparation, administration, and control of the budget. Assist school sites with budgetary expenditures to remain compliant with State and Local Control Policies.

QUALIFICATIONS

Knowledge of

1. State laws and District policies, rules, and regulations pertaining to school accounting and record keeping requirements and standards.
2. School Accounting Codes and other relevant laws and regulations.
3. School district budgeting methods and processes.
4. School district audit guidelines and procedures.
5. Federal and state laws, and school district policies and procedures relating to payroll.
6. Data processing equipment, to include a working knowledge of applications software, hardware specifications, and training requirements.
7. Correct English usage, spelling, grammar, and accounting terminology.
8. Safety rules and regulations for this position.

Ability to

1. Prepare accurate financial summaries, projections, and reports independently and correspondence without immediate supervision.
2. Assist in the preparation of budgets and board budget reports.
3. Receive and give information over the telephone or in person in a courteous manner.
4. Communicate effectively and tactfully in both oral and written forms.
5. Be a productive and active team member.
6. Work successfully with diverse groups of people.
7. Present and maintain a pleasant appearance and demeanor.
8. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
9. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
10. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
11. Establish and maintain effective work relationships with those contacted in the performance of required duties.
12. Assist in the budget development and implementation process.
13. Assist in the maintenance of budget position control.
14. Monitor and follow-up on district audit findings.
15. Learn the appropriate rules, regulations and technical procedures used in assigned areas of specialization.
16. Understand and carry out directions in an independent manner.
17. Analyze budgets and make budgetary recommendations.
18. Operate office machines and equipment including a copier, personal computer, and calculator proficiently.
19. Understand and carry out oral and written instructions, policies, and procedures.

REPORTS TO: Assistant Superintendent of Educational Services or designee

ESSENTIAL FUNCTIONS

1. Provides accounting services essential to the preparation and control of the budget.
2. Assists in the preparation and over site of divisional budgets.
3. Verifies accuracy of computer generated reports; adjusts/corrects information as needed.
4. Operates personal computer to generate lists, update records, monitor expenditures, respond to requests from management and school sites.
5. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
6. Uses and understands accounting systems and software.
7. Assists with and prepares for the Business Department's annual audit.
8. Understands ledgers, statistics, and record-keeping procedures
9. Provides training to District personnel.

Training, Experience and Education

1. High School Diploma or Equivalent.
2. Two (2) years of college-level business courses required, including courses in accounting, computer applications, or similar subjects. Degree in Business or Accounting desired.
3. Two (2) years of successful experience in accounting, financial, or statistical records management, preferably with a majority of experience within a school district setting; any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
4. Has working knowledge of word processing, spreadsheet development, and presentation software.
5. Good work history and attendance.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and technologies.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift or carry up to ten (10) pounds up to four (4) hours per day, and thirty (30) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation; shoulder abduction and adduction; elbow flexion and extension; shoulder extension and flexion; back lateral flexion; hip flexion and extension; knee flexion.
11. Able to operate office machines and equipment in a safe and effective manner.

Physical Abilities (continued)

- 12. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
- 13. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Assistant Superintendent for Educational Services or designee will give the evaluation.

Approved by: Board of Education

Date:

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG FREE WORKPLACE and
AN EQUAL OPPORTUNITY EMPLOYER**

Approved by: Board of Education

Date:

February 8, 2018