

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

ACCOUNTING SPECIALIST

Definition

The Accounting Specialist is to perform specialized, complex, technical accounting functions and provide training and support to other personnel. The Accounting Specialist serves as a liaison between the Accounting Department and site/other department personnel for the financial accounting system, the student attendance system, and various accounting functions. The Accounting Specialist also performs district wide internal audits of associated student body accounts and student attendance practices. The Accounting Specialist trains lower level accounting and clerical positions and assists with higher level duties as assigned by the Accounting Supervisor and/or department head.

Responsible to

Accounting Supervisor and/or department head

Examples of Duties:

1. Provides on-going training and technical support to personnel in specialized areas (e.g. student attendance accounting, computerized financial system, Associated Student Body accounting, etc.)
2. Performs internal audits of schools and departments related to the attendance and student body practices that capture, report and document all processes. Provides assistance to external audits.
3. Processes various fiscal information (e.g. student attendance, budget adjustments, special project allocations, etc.) for the purpose of preparing mandated reports in accordance with the appropriate laws, codes and regulations.
4. Maintains various reports, files and records for the purpose of providing up-to-date reference and audit trail compliance.
5. Informs personnel regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions.
6. Prepares cash deposits from school activities for the purpose of making bank deposits.
7. Reconciles account balances (e.g. bank statements, cash receipts, school accounts, etc.) for the purpose of maintaining account balances and complying with related policies, practices and regulations.
8. Performs accounting and financial record-keeping duties to assure sound fiscal management of funds and compliance with applicable provisions of California Education Code and Board Policy.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

9. Researches discrepancies of financial, attendance, and student body information for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.
10. Receives, reviews and processes purchase of supplies, materials and equipment in assigned categories.
11. Performs routine functions involved in selection of vendors, awarding contracts, obtaining quotes and bids and maintaining related records.
12. Performs other job related duties as assigned.

Qualifications Guide

Knowledge of:

1. Rules, regulations, policies and procedures related to standard accounting requirements, appropriate laws, codes and regulations.
2. Record-keeping and report preparation techniques including use of spreadsheet and financial application software.
3. Use of standard office equipment including use of computer applications.

Ability to:

1. Pass district assessment.
2. Assist in enforcing attendance and fiscal policies.
3. Interpret, apply, and explain rules, regulations, policies and procedures.
4. Perform professional accounting and technical work involved in the preparation and maintenance of District attendance and financial records.
5. Analyze and resolve problems and draw accurate conclusions.
6. Prepare clear and accurate financial statements.
7. Work independently with little direction, meet schedules and time lines by planning and organizing work.
8. Understand and carry out oral and written instructions.

Training and Experience

Two years of general clerical experience; at least one of which has included the maintenance and recording of student data and spreadsheet applications; equivalent to the completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

Working Conditions

Environment

1. Office environment
2. Constant interruptions

Physical Demands

1. Some lifting, carrying, pushing and/or pulling.
2. Some stooping, kneeling and crouching.
3. Sitting for extended periods of time viewing a screen

Licenses

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: June 2, 2008
Job Description Revised: January 10, 2022