ACCOUNTING SPECIALIST

DEFINITION

Under general supervision, performs difficult or specialized financial, business and accounting support work for a major College function, such as accounts payable, purchasing, lead cashier, benefits, accounts receivable, bank reconciliations and conferences; performs related work as assigned.

CLASS CHARACTERISTICS

This class is the beginning specialist level in the accounting support series. Incumbents in this class perform activities that are characterized by being involved in basic accounting clerical activities involving more repetitive processing work with some problem solving. This class is distinguished from Senior Accounting Specialist which is characterized by full-charge bookkeeping duties which require accounting knowledge sufficient to prepare and analyze Profit and Loss statements, balance sheets and budgets for assigned programs that are audited and involve substantial dollars.

EXAMPLES OF DUTIES (Illustrative only)

- Performs varied cashiering and student account reconciliation activities
- Verifies and enters details of transactions in account and cash journals
- Summarizes individual ledgers and transfers data to the general ledger
- Balances accounts, compiles information and prepares financial and accounting reports
- Reviews and reconciles varied reports, journals, budget, payroll or related financial data
- Audits and verifies various information, including source data and other reports
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports
- Interacts with vendors, customers and College staff to gather information, reconcile discrepancies and resolve problems
- Provides information to the public or to College staff that requires the use of judgment and the interpretation of policies, rules or procedures
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with procedures and regulations
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports
- May order cash and currency for operational needs and maintain control of the safe
- May prepare bank deposits of sales and other cash receipts
- Performs other related duties as assigned
QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping and bookkeeping
- Basic governmental accounting principles
- Methods and practices of cash control and management
- Basic auditing concepts and terminology
- Office practices and procedures, including filing and the operation of standard office equipment
- Basic business data processing principles as applied bookkeeping practices
- Business mathematics, including percentages and decimals
- Basic supervisory principles and practices

Skills in:

- Analyzing and resolving varied accounting support and bookkeeping problems
- Preparing, maintaining and reconciling financial, accounting, statistical, and numerical records
- Planning, assigning and reviewing the work of staff
- Instructing staff in work procedures
- Organizing, prioritizing and coordinating work activities
- Using initiative and sound judgment within established procedural guidelines
- Maintaining, verifying and reconciling accounting records and reports
- Entering and retrieving data using a personal or on-line computer
- Establishing and maintaining effective working relationships with those contacted in the course of work

Education and experience

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of accounting or financial support experience which has involved the preparation and maintenance of accounting or financial records. College level course work in accounting or bookkeeping may be substituted for the experience on a year for year basis to a maximum of two years.

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