

DIVISION ACCOUNTING SPECIALIST

DEFINITION

Under general supervision, has primary responsibility for overseeing the division finances. Performs complex and technical accounting work in support of the Division functions; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This class, in collaboration with and in support of the Division Dean and instructional division personnel, provides administrative support in the financial, business and accounting functions within the Division. General work guidelines are normally established by the Division Dean, however, day-to-day activities require the use of initiative and judgment, particularly when prioritizing work from various sources or when dealing with a variety of faculty, staff and students.

EXAMPLES OF DUTIES (Illustrative Only)

- Maintains and balances a subsidiary ledger (E)
- Provides accounting, budgetary and financial records on income and expenses (E)
- Prepares and provides cost analysis, reports, and projections for Weekly Student Contact Hours (WSCH) and Full-Time Equivalent Students (FTES) (E)
- Processes temporary hourly and student employment paperwork (E)
- Reviews timecards and faculty contracts for accuracy and ensures available funds (E)
- Provides information to College staff and to the public that requires the use of judgment and the interpretation of policies, rules or procedures (E)
- Receives, audits and compiles invoices, credit memos, purchasing documents and other financial documents (E)
- Reviews for completeness, accuracy and proper authorization (E)
- Reviews for extensions and other charges (E)
- Totals, classifies and posts to appropriate accounts and files (E)
- Maintains accounts receivable files and requests payment by preparing and distributing invoices (E)
- Produces and distributes receipts (E)
- Posts and deposits monies according to established policies and procedures (E)
- Performs cash flow analysis, budget analysis and projection (E)
- Prepares a variety of end-of-month, year-end and other periodic financial statements and reports (E)
- Compiles and adjusts financial data as needed, recommends resolution of aged accounts (E)
- Performs journal entries, posts to subsidiary ledger (E)
- Provides information to the District Business Office as needed (E)
- Performs a variety of general office support work such as organizing and maintaining various files, preparing correspondence, reports, forms and specialized documents, and proofreads and checks materials for accuracy, completeness and compliance with procedures and regulations (E)
- Operates a variety of office equipment and enters and retrieves data accurately from an institutional database (E)

EXAMPLES OF DUTIES (continued)

- Creates and maintains a variety of databases, spreadsheets and documents for tracking of financial data (E)
- Coordinates instructional equipment purchases (E)
- Researches and compares vendor costs (E)
- Recommends equipment (E)
- Interacts with college personnel and vendors regarding financial activities (E)
- Resolves discrepancies and clarifies issues (E)
- Researches information, compiles data and prepares a wide variety of statistical and budget reports related to Division activities (E)
- May prepare student materials fee
- Collects, handles and balances student fees as necessary
- May oversee the work of student employees
- Performs related duties as required or assigned

(E) = designates essential functions

QUALIFICATIONS

Knowledge of:

- Accounting principles and practices including preparation of complex financial statements
- Applicable sections of California Education Code and other applicable laws and reporting requirements
- Standard office practices and procedures, including filing and the operation of office equipment including computers
- Financial and statistical record keeping techniques
- Principles of training and providing day-to-day work direction
- Correct English usage, grammar, spelling punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of assigned division or function
- Effective oral and written skills

Skill in:

- Performing technical accounting duties and maintaining accounts, journals and ledgers
- Compiling and reconciling numerical and statistical data
- Coordinating multiple projects and meeting critical deadlines
- Reading, interpreting, applying, and explaining rules, regulations, policies and procedures
- Making mathematical and statistical calculations quickly and accurately
- Instructing others in work procedures

QUALIFICATIONS (continued)

Skill in: (continued)

- Type with sufficient speed and accuracy, to enter data into a computer database
- Analyzing situations accurately and adopting an effective course of action
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Accurately performing clerical duties such as typing and filing
- Maintaining records, preparing reports, creating and maintaining spreadsheets and databases
- Operating standard office equipment, including a computer terminal, calculator and typewriter
- Working effectively both independently and as a member of a work team
- Maintaining confidentiality of information

Other requirements:

- Must be willing to work evenings and weekends at various college sites

Desirable:

- Related experience in an educational setting

Education and Experience:

Equivalent to graduation from high school and three years of increasingly responsible financial record keeping and accounting experience. College-level coursework in business, accounting, bookkeeping or business.

Established: December 19, 2005