SENIOR ACCOUNTING SPECIALIST

DEFINITION

Under general supervision, performs duties of a full-charge bookkeeper. Maintains and balances accounting, budgetary and financial records for auxiliary accounts; maintains a full set of accounts including accounts payable and receivable, payroll, ledgers and budgets; prepares and maintains income, expense and balance sheet accounts to accumulate and report accounting data; prepares comprehensive statistical and financial reports and reconciles with District and bank records; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

Senior Accounting Specialist is the advanced level of the accounting support series and is characterized by full-charge bookkeeping duties which require accounting knowledge sufficient to prepare and analyze profit and loss statements, balance sheets and budgets of assigned programs. These statements are audited and involve substantial dollars. It differs from the Accounting Specialist classification which performs clerical accounting activities involving more repetitive processing work with some problem solving of technical accounting matters not requiring significant analysis.

The Senior Accounting Specialist differs from the Fiscal Services Analyst in that the Fiscal Services Analyst is the most technical accounting classification, and requires well developed accounting technical skills in addition to the knowledge of educational institution accounting functions.

EXAMPLES OF DUTIES (Illustrative Only)

- Maintains and balances a full set of books and accounting, budgetary and financial records
- Maintains income, expenses and balance sheet accounts to accumulate and report accounting data for a complete financial cycle
- Provides lead direction, training, guidance and work review to the College Bank staff or other specialized functions
- Provides information to the public or to College staff that requires the use of judgment and the interpretation of policies, rules or procedures
- Receives, audits and compiles invoices, credit memos, purchasing documents and other financial documents
- Reviews for completeness, accuracy and proper authorization
- Reviews for extensions and other charges
- Totals, classifies and posts to appropriate accounts and files
- Directs accounting function in proper processing of sales and cash operations
- Maintains accounts receivable files and requests payment by preparing and distributing invoices
- Produces and distributes receipts
- Posts and deposits department and District monies according to established policies and procedures
EXAMPLES OF DUTIES (continued)

- Receives and matches invoice with purchase order, checks for completion and appropriate signatures, and verifies invoice totals
- Classifies and posts to accounts payable
- Prepares checks for signature
- Posts entries to general ledger, purchase journal, sales journal, cash receipts journal, disbursement journal
- Audits daily cash reports
- Classifies and posts cash sales to proper accounts
- Performs cash flow analysis
- Maintains records of daily bank balance and reconciles with monthly statements
- Prepares a variety of end-of-month, year-end and other periodic financial statements and reports
- Totals journals and posts to general ledger
- Compiles, tabulates and assembles data to produce a variety of financial statements including trial balance, profit and loss statements, cost of sales and monthly and year-to-date comparative statements for sales, purchases and expenses
- Gathers, tabulates and prepares tax forms
- Processes monthly State sales tax checks
- Prepares and submits quarterly sales tax reports
- Closes journals and prepares financial statements associated with annual inventory
- Compiles and adjusts financial data as needed
- Recommends resolution of aged accounts
- Performs journal entries, posts to general ledger and prepares adjusted financial statements
- Interacts with customers and vendors to resolve discrepancies and clarifies issues
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents, and proofreads and checks 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
- Operates a variety of office equipment such as a typewriter and calculator
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Accounting principles and practices including preparation of complex financial statements
- Tax laws and reporting requirements
- Applicable sections of State Education Code and other applicable laws
- Standard office practices and procedures, including filing and the operation of office equipment including computers
QUALIFICATIONS (continued)

Knowledge of: (continued)

- Financial and statistical record-keeping techniques
- Principles of training and providing work day-to-day direction
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of assigned program or function
- District organization, operations, policies and objectives
- Effective oral and written skills

Skills in and ability to:

- Perform technical accounting duties and maintain accounts, journals and ledgers related to assigned program operations
- Prepare financial statements in accordance with District policy and generally accepted accounting principles and practices
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Add, subtract, multiply and divide quickly and accurately
- Instruct others in work procedures
- Type with sufficient speed and accuracy to enter data into a computer database
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work and effectively meet schedules and timelines
- Establish and maintain effective working relationships with those contacted in the course of work
- Accurately perform clerical duties such as typing and filing; maintain records and prepare reports
- Operate standard office equipment including a computer terminal, calculator and typewriter

Other requirements:

- Light lifting and carrying coins and supplies
- Bending at the waist, kneeling or crouching to provide for equipment maintenance

Education and Experience:

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

Graduation from high school supplemented by college-level accounting courses and three years increasingly responsible financial record keeping and accounting clerical experience.

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