



Accounting Specialist

Job Title:	Accounting Specialist	Status:	Non-exempt
Reports To:	Director of Finance	Terms:	226 days
Department:	Finance	Pay Grade:	Paraprofessional 6

Primary Purpose:

Under general supervision, perform accounting/bookkeeping duties and maintain district financial records.

Qualifications:

Education:

Bachelor's degree in business, finance, accounting, or related field preferred

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

TEAMS experience beneficial

Experience:

One or more years of experience or college course work in accounting-related subjects preferred; related experience in public school preferred

Major Responsibilities and Duties:

1. Prepare information in connection with the annual financial audit, including spreadsheets, work papers, journal entries, fixed assets, accounts payable, and activity funds.
2. Compute and prepare data for journal entries and budget transfers.
3. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
4. Work with department and campus staff on the implementation of centralized activity funds district wide.
5. Reconcile monthly bank statements.
6. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.



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7. Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

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Date _____

Revised: 7/3/2023