



ACCOUNTING SPECIALIST

Reports to: Accounting Manager

Dept: Fiscal Services

Range: 24

FLSA: Nonexempt

EEO: Technical/Paraprofessional

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, perform highly responsible and difficult paraprofessional and technical duties in accounting operations; reconcile, process and disburse district funds for invoice payments, employee reimbursements, student financial aid and other liability payments utilizing applicable functionalities in the district enterprise resources planning system (Workday) software; research and troubleshoot issues by follow up to College end users, external suppliers and payment recipients; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Accounting Specialist is distinguished from Accountant in that the latter class performs professional assignments involving general ledger, subledger, reconciliation and complex financial reports/statements, requiring the use of accounting theory and principles gained through professional education/experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.
2. Process invoices, reimbursements, student financial aid and other liabilities utilizing applicable modules of the Workday financial software; determine appropriate method of payment, according to Generally Accepted Accounting Principles (GAAP) and in compliance with district policies/procedures and other guidelines; ensure proper departmental authorization and appropriateness of requested items and/or services; ensure timely and accurate preparation and distribution of approved payments, reimbursements and refunds; troubleshoot any issues with district departments, external suppliers and payment recipients.

3. Analyze and advise budget managers of increases to purchase orders; verify account numbers for validity of expenditures for reimbursement; prepare documentation needed to correct discrepancies in the general ledger.
4. Test, analyze and troubleshoot software updates and new releases as they impact Workday functionalities for the payables process; monitor Workday helpdesk tickets involving POs, receipts and payables and assist end users to resolve problems.
5. Update and maintain supplier files with confidential information including 1099 tax reporting and ACH payment processing data.
6. Determine, calculate and apply appropriate sales taxes for purchases based on multiple factors and regional variances.
7. Coordinate and process check payment transactions and ACH payments utilizing the San Diego County Treasury fiscal portal; troubleshoot issues with County Treasury staff.
8. Perform year-end close functions and assist with the annual district audit.

OTHER DUTIES:

1. Assist in the analysis of various accounts in governmental, proprietary and fiduciary funds; perform calculations, maintain records and prepare reports within scheduled timelines; disburse information and reports as assigned.
2. Communicate with all levels of district personnel, students and outside vendors, directing and assisting them regarding policies, procedures, receipt of goods and services, invoices, change orders, required supporting documentation and account balances.
3. Provide technical assistance and budget support to all levels of district personnel and assist in preparing reports and analyzing expense records; process accounting adjustment entries
4. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Generally accepted accounting principles and practices, as well as Governmental Accounting Standards Board (GASB) practices.
 2. Methods and techniques used for financial analysis as applicable to assigned responsibilities.
 3. Workday software functionalities applicable to accounts payable business processes.
 4. San Diego County Treasurer Oracle software and WARP system for wire transfers; ACH banking requirements.
 5. Sales tax laws and regulations applicable to the work.
 6. Correct English usage, grammar, spelling, punctuation and vocabulary.
 7. Basic math, statistical math and financial recordkeeping techniques.
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8. Interpersonal skills using tact, patience and courtesy.
9. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
10. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

ABILITY TO:

1. Learn and apply methods and procedures of community college accounting and associated financial software functionalities and processes particularly as they apply to assigned areas of responsibility.
2. Understand community college budget and fiscal procedures and policies.
3. Interpret and apply applicable sections of the state education code and other applicable laws.
4. Learn and apply district organization, operations, policies and objectives.
5. Interpret and apply applicable sections of sales and use tax reporting.
6. Understand applicable sections of IRS reporting.
7. Independently plan and organize work.
8. Communicate effectively both orally and in writing.
9. Maintain records and prepare reports.
10. Understand and follow written and oral instructions.
11. Operate a computer and standard business software.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and four years of operations accounting or bookkeeping experience; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Campus aides and student workers.

CONTACTS:

Coworkers, other district personnel, vendors, students, the public, county officials, program and external auditors, bank personnel and representatives of state, federal and local governments.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications in person, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily works in an office environment. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility during day and/or evening hours with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.