

# Accounting Specialist

## Job Description



<b>Job Title:</b>	Accounting Specialist	<b>FLSA:</b>	Nonexempt
<b>Reports to:</b>	Director of Accounting and Business Services	<b>Pay Grade:</b>	2128A
<b>Dept./School:</b>	Accounting and Business Services Donaldson Administration Building	<b>Calendar Days:</b>	226
		<b>Revised:</b>	1.13.2023

### Primary Purpose

Assist the accountants with accounting work involving compilation, reconciliation, analysis and reporting of financial data.

### Qualifications

**Education/Certification:**

- High School Diploma or GED
- Bachelor’s degree in Accounting, Finance, or Business from an accredited college or university preferred

**Special Knowledge/Skills:**

- Working knowledge of financial applications and accounting
- Knowledge of computerized systems with a proficiency in Microsoft Office products and advanced knowledge of Excel
- Ability to use software to develop spreadsheets and perform data analysis
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills

**Experience:**

- Experience as a general ledger accountant preferred

### Major Responsibilities and Duties

**Accounting**

1. Classify, record, and summarize numerical and financial data under direct supervision of the accountants to compile and maintain financial records according to governmental accounting principles and district procedures
2. Prepare data for and process journal entry and account reconciliations
3. Monitor and reconcile expenditures with budget availability
4. Assist with the set up and maintenance of account controls, logs, and files
5. Assist with bank reconciliation, and accounting for grant expenditures
6. Review and verify accuracy of journal entries, accounting methods, and procedures
7. Assist with planning and implementation of end of fiscal year processes
8. Assist with monitoring revenue collection and expenditure progress throughout the year
9. Assist with the support and reconciliations to maintain the position control portion of the

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Human Resources software

10. Assist with campus audits and reviews as assigned
11. Assist and prepare documentation for annual audit
12. Coordinate with other departments to ensure smooth financial processes
13. Assist with monthly closeout processes
14. Assist with semi-monthly payroll liabilities reconciliation
15. Perform work within the available financial software modules
16. Utilize Texas Education Association (TEA) Financial Accountability System Resource Guide (FASRG) daily
17. Work with administrators, principals, directors, and staff regarding budget and accounting issues
18. Support the needs of district administration in an efficient and cost effective manner to positively impact student achievement

### Records and Reports

19. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards
20. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements

### Professional Growth and Development

21. Pursue continuous improvement and growth in knowledge of leadership skills; and professional knowledge related to government accounting

### Other

22. Assist with special projects as assigned
23. Performs other duties as assigned

### Evaluation

The Accounting Assistant's evaluation is a responsibility resting with the Assistant Superintendent of Business and Finance or Director of Accounting and Business Services. An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

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

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

**Posture:** Frequent sitting and standing; 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)

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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.

\*This position is funded by Federal/and or State grants, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.