



Specialist II, Local School Accounting

Reports to:	Manager III, Local School Accounting	FLSA Status:	Exempt
Department:	Local School Accounting	Structure/Grade:	Unified 122
Division:	Finance	Workdays:	246 Days
Retirement:	Teachers Retirement System		

Position Summary

Performs routine tasks to support fiscal management and efficiency in bookkeeping operations and facilitates issue resolution. Performs duties with moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Provides support to school bookkeepers by assisting with daily bookkeeping duties, resolving accounting issues, and offering local school accounting support.
- Conducts training for staff on various financial processes and systems while providing ongoing support and development.
- Oversees data reporting and analysis to ensure accuracy and compliance with financial procedures.
- Collaborates with other departments to facilitate financial operations and maintains effective channels of communication.
- Maintains and updates financial records, systems, and policies for efficient operation in compliance with standards.
- Offers consultation and guidance on financial matters aimed at improving school financial practices and procedures.
- Coordinates assigned project tasks effectively to meet objectives.
- Performs additional duties as assigned.

Qualifications

- Associate degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university required.
- A minimum of three (3) years of related industry experience is required.

Knowledge, Skills, and Abilities

- Knowledge of accounting and bookkeeping processes and practices
- Knowledge of purchasing policies and procedures
- Knowledge of auditing processes and practices
- Effective oral, written, and interpersonal communication skills
- Strong attention to detail with a high level of accuracy
- Good analytical thinking and problem-solving skills
- Good computer skills, including the ability to use all relevant software
- Good research skills and the ability to analyze data effectively
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to work collaboratively with a range of stakeholders



- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 3/12/2025