

Yuba City Unified School District

**ACCOUNTING SPECIALIST III**

RANGE 31.5

DEFINITION

Under general supervision of the Director of Accounting, perform highly skilled and complex accounting work involved in the maintenance of the District's financial accounting records and to do related work as required.

EXAMPLES OF DUTIES

Analyzes and reconciles individual financial records, such as general ledger accounts, programs and special funds; receives all district donations, determines account codes, reconciles and generates journal entries and budget transfers; prepares documents for the Board packet; prepares cafeteria funds for deposit, generates cash receipts when necessary, reconciles various accounts and bank statements as needed; journals deposits and reviews general ledger accounts effected; analyzes inter program/fund charges and journal charges; may distribute monthly financial activity reports to departments; performs payroll duties; audits student attendance, accounts payable batches and payroll transactions for correctness; prepares accounts receivable billings; researches, gathers and maintains subsidiary ledgers; reviews outstanding receivables and take authorized steps in collection; provides assistance and training to district personnel in the completion of their job assignments; receives complaints and takes authorized steps to research and provide explanation or assistance in solving the problem; types various business correspondence; creates and maintains complex spreadsheets and reports; operates a variety of office machines; mandated cost liaison; assists with budgetary process; performs detailed analysis work with complex issues, decision making and maintains confidential information; handles multiple tasks at one time with constant interruption and deadlines.

EMPLOYMENT STANDARDS

Education and/or Experience: Requires completion of two years of college-level curriculum with emphasis in bookkeeping and three years experience in a production accounting environment with at least one year of school district finance. Additional experience may substitute for higher education.

Knowledge and Skills: Requires working knowledge of the practices, terminology and principles of bookkeeping, accounting practices, clerical and office procedures and methods, business mathematics and record keeping applicable to school finance including planning, analysis, payroll and research. Requires working command of spreadsheet programs and in-depth procedural knowledge of the fiscal system. Requires working knowledge of the use and application of personal computers and electronic data processing for payroll, budget and accounting systems.

Abilities: Must be able to analyze, interpret and apply accounting principals and procedures in the maintenance of district financial records. Must be able to prepare financial reports and summaries and perform work independently and with minimum supervision. Requires demonstrated ability and dexterity to enter data onto standardized formats using computerized database programs by using keyboards, basic keyboarding or 10-key skills and calculator. Must be able to perform arithmetic operations quickly and accurately. Must be able to document accounting transactions onto subsidiary ledgers and transfer sums to general ledger. Requires the ability to organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with staff and the public using courtesy and in a manner that reflects positively on the department and the District.

Physical Abilities: Requires sufficient visual acuity to recognize letters and numbers; sufficient hand-eye coordination to use a keyboard for routine typing and data entry; plus arm/hand movement to retrieve work materials and operate a variety of general office equipment. Requires the ability to lift up to 30 pounds on an intermittent basis.

Licenses and Certificates: Valid California Driver's License.

BWS:cs 03/28/00