

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ACCOUNT SPECIALIST III

DEFINITION

Under assigned administrator, perform responsible clerical accounting duties of average difficulty in the assigned area of responsibility. Incumbents are expected to solve problems without assistance, although unusual problems may be referred to the supervisor. Positions are assigned specific functions such as payables, report preparation, or auditing. Incumbents are expected to be a resource in the area(s) of assignment. Incumbents may be assigned duties involving school district audit functions and/or internal County Superintendent of Schools functions. They are expected to comply with the Santa Cruz County Office of Education's Board Policies and Administrative Regulations.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Distribute financial documentation to school districts or internal departments.

Receive warrants, separate by district, and release to designated authorized district personnel.

Control records distribution including receiving, separating, and redistributing.

Maintain log book of incoming and outgoing records.

Balance accounts with County Auditor or County Treasurer's Office.

Perform a variety of accounting clerical duties related to maintenance of departmental accounting records.

Balance accounts.

Assist in departmental/school budget computations.

Maintain purchase order records.

Prepare status reports.

Resolve problems and answer questions.

Notify accounting department when transfer of funds is necessary; post to budget accounts.

Apply pertinent laws, rules, and regulations.

Perform job-related duties and responsibilities as assigned.

EXAMPLES OF PROGRAM-SPECIFIC IMPORTANT AND ESSENTIAL DUTIES

In addition to the above general example of duties, specific programs may require specialized duties as follows:

Accounts Payable Audit:

Perform internal and/or external audits; contact district and/or internal staff or vendors to examine and clarify discrepancies.

Receive, review, audit, and process disbursements of school districts to ensure that they are legitimate, properly classified, and sufficiently documented.

Verify signatures and sort materials by school district or program.

Prepare warrant vouchers, charging designated account classifications.

Research lost, canceled, or unpaid warrants; adjust variances or disagreements with vendors.

Address routine problems and answer questions in assigned areas, referring exceptions to supervisor.

May prepare warrants and answer telephones.

Accounts Receivable:

Perform deposits and verify cash receipts received from school districts or internal departments.

Receive cash, warrants, and checks from revenue sources, individuals, school districts, and other entities.

Prepare cash deposits and credit proper funds and accounts.

Forward deposits with deposit receipt/affidavit to appropriate accounting area for deposit with County Treasurer.

Address routine problems and questions in assigned areas, referring exceptions to supervisor.

Properly endorse all checks and warrants.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, procedures and terminology used in accounting, purchasing and budget work, depending on assigned area.

Office practices and procedures.

Pertinent laws, rules, and regulations.

Policies and objectives of assigned programs and activities.

Knowledge of (continued):

Interpersonal skills including tact, patience and courtesy.

Mathematical computations.

Skill and Ability to:

Operate a computer and assigned software, standard office machines, calculator by touch with speed and accuracy, and keyboard at a speed of 35 words per minute.

Maintain accurate and neat reports and records.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Communicate effectively in the English language, both orally and in writing.

Understand and follow both oral and written instructions.

Plan, formulate, and execute clerical procedures and directives, in accordance with assigned duties.

Understand and implement time management tools to ensure efficiency.

Perform mathematical calculations rapidly and accurately.

Compare names and numbers rapidly and accurately detect, correct, or report errors efficiently.

Perform routine and repetitive work to completion.

Attend meetings, conferences, classes and in-service trainings.

EDUCATION AND EXPERIENCE

Any combination equivalent to experiences and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by college courses in bookkeeping/accounting or a related field.

Experience:

One year of responsible job experience in bookkeeping or reviewing financial or statistical records. Experience in a school district or in a county office of education is desired.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance preferred.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended periods of time; dexterity of hands and fingers to operate a computer, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: August, 1997

Revised Approval Date: June, 2019