

## SANTA CRUZ COUNTY OFFICE OF EDUCATION

### ACCOUNT SPECIALIST II

#### **DEFINITION**

Under close supervision, to do accounting and related clerical work of moderate difficulty involving financial, statistical or payroll records.

#### **DISTINGUISHING CHARACTERISTICS**

Incumbent may have basic responsibility for a specific branch or area within the Administration and Business Office or serve other programs in accounting or bookkeeping areas.

#### **SUPERVISION EXERCISED**

No supervision exercised.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

May be responsible for any or all of the following activities or similarly related jobs:

Gather, tabulate and proofread statistical or financial data, and keep various financial or statistical records.

Collect and account for money; posts, checks; balance and adjust accounts, and reconcile bank statements.

Make calculations and check various statistical and accounting tables and reports, and keep subsidiary ledgers.

Accumulate records, compile statements and assist in preparing accounting or statistical reports.

Operate calculating machines, typewriters, computer terminals and personal computers; answer section telephones.

Comply with Santa Cruz County Office of Education Board Policies and Administrative Regulations.

Prepare and check payrolls and invoices; schedule, index and file bills, vouchers, documents and other materials.

Prepare financial reports on federal projects and summarize special project reports. Perform other job-related tasks as required.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Methods, practices and terminology in accounting and statistical work.

**Knowledge of (continued):**

Office practices and procedures.

Operation of computer and assigned software.

Pertinent laws, rules and regulations.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Mathematical computations.

**Skill and Ability to:**

Interact with and maintain cooperative relationships with all levels of staff and the public. Understand and follow both oral and written instructions and to communicate effectively.

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

Operate a computer and assigned software, standard office machines, including 10-key adding machine and calculator with speed and accuracy and type at a speed of 35 words per minutes.

Perform routine and repetitive work to completion.

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

Maintain accurate and neat records and reports.

Learn and apply pertinent laws, rules and regulations.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience 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 high school.

**Experience:**

High school or college bookkeeping and accounting or related clerical areas and one (1) year experience in general bookkeeping and accounting or related clerical areas.

**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

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