

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **ACCOUNT SPECIALIST IV**

#### **DEFINITION**

Under direction of an assigned administrator, the Account Specialist IV (consisting of the following desk positions: Accounts Payable Audit/Accounts Receivable, County Service Fund Support, Payroll, Payroll Support and Purchasing) performs complex and responsible clerical or accounting duties in the assigned area of responsibility. Incumbent's duties involve the application of bookkeeping principles and skills, organization of information, and maintaining of specialized accounts/information where recorded transactions are variable and subject to irregularities in method of disposition. Procedures are generally established and are regulated by law and administrative requirements. Incumbents are expected to be a primary resource in the area of assignment or activity. Incumbents are expected to identify those problems which require attention from supervisory personnel and to use good judgment in applying accounting or administrative procedures to remaining problems.

#### **SUPERVISION EXERCISED**

No supervision exercised.

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

Perform a variety of accounting, purchasing and budget duties in support of assigned accounts and budgets; receive, process, verify, audit and file financial forms and documents and prepare journal entries.

Compile, check and tabulate budgetary estimates and allotments.

Research, compile, prepare and revise accounting data and documents; prepare and maintain a variety of financial and statistical reports, statements, files and reports related to accounts, funds, income, expenditures, transfers, budgets and assigned activities.

Prepare and maintain logs, records, and statistical data.

Interpret and evaluate financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, rules, regulations, and procedures; identify, investigate and resolve discrepancies.

Monitor legal documents for compliance with state and local laws, rules, regulations, policies and procedures.

Prepare and assist in the preparation of State-mandated reports in accordance with established time lines as assigned.

Answer questions regarding financial rules and regulations, accounting procedures, account balances, and related matters, resolve problems.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Reconcile bank statements; audit and reconcile ledgers and warrants including but not limited to cash accounts, general ledger accounts, health and welfare data, etc.

Coordinate and assemble material necessary for development of budgets.

Prepare and type warrants.

Input and update a variety of financial and statistical data in an assigned computer system; establish and maintain automated records and files; prepare spreadsheets and generate computerized reports, statements and documents; assure accuracy of input and output; and coordinate with Information Technology in establishing controls.

Comply with the Santa Cruz County Office of Education board policies and administrative regulations.

Prepare and make deposits.

Accept, record, and deposit developer fees.

Serve as backup for other accounting personnel as needed.

File, scan and process routine documents (hard copy, electronic copy or both).

May answer telephones.

Perform other job-related tasks as required.

**OTHER JOB RELATED DUTIES**

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

**Accounting/Budget:**

Prepare, compile, and record financial transactions including but not limited to budget revisions, journals, cash transfer, accounts receivable, etc.

Audit and distribute receipts and revenues to proper accounts.

Review purchase requisitions, personnel request forms, and contracts to ensure correctness of account codes, availability of funds and completeness.

Maintain journals, ledgers, and other accounting records.

Establish and maintain subsidiary ledgers.

**Accounting/Budget (continued):**

Balance accounts and make trial balances.

Prepare profit and loss statements.

Prepare program financial reports.

Prepare detail listings and balances by classification.

Verify budget codes on purchasing order requisitions.

Provide guidance on account codes to departments.

**Accounts Payable/Accounts Payable Audit:**

Receive, review, audit, and process COE's and assigned school districts' invoices and match to accumulated purchase orders.

Verify signatures and sort materials by school district and program.

Resolve discrepancies by contacting vendors or originating programs.

Handle accounts receivable processes.

Research lost, canceled, or unpaid warrants.

Adjust for variances or disagreements with vendors.

Prepare use tax reports.

**Payroll/Retirement:**

Receive, audit, and input payroll for small school districts, charter schools and the County Office of Education, as assigned.

Audit payroll transactions for school districts and resolve discrepancies.

Advise and instruct school districts how to properly process, code, and report payroll.

Review, balance, and prepare federal and state tax reports and make necessary deposits.

Audit and process all pay history adjustments for the school districts in the County.

Receive and process garnishments for all the school districts in the County.

Balance and audit W-2s for all the school districts in the County.

Balance and post payroll clearing accounts.

**Payroll/Retirement (continued):**

Review, balance, and prepare state unemployment reports.

Process Benefit paperwork and deposits including but not limited to: medical, dental, vision, long-term disability.

Prepare, review, and submit STRS and PERS data and deposit reports.

Absence tracking; understand and interpret leaves.

Understand and apply rules and regulations surrounding health care laws.

Research and correct retirement (STRS and PERS) errors.

Interpret and comply with new tax and retirement laws and regulations.

**Purchasing:**

Perform purchasing functions for procurement of a variety of materials, supplies, services and equipment in accordance with Santa Cruz County Office of Education's standards and policies and all applicable legal requirements.

Review purchase orders to verify calculations, accuracy, proper authorization, and adequate detail and information, etc.

Communicate and work with vendors and departments when necessary to assure prompt delivery, best pricing, appropriate training, and accuracy of orders.

Research and answer questions for all departments regarding purchase orders and the purchasing process.

Prepare and update spreadsheets for various projects in the department.

Collect data and process journals for print shop and copiers.

Order cell phones; investigate and handle inquiries, concerns, complaints and problems; and maintain an inventory of all County Office of Education issued cell phones.

May shop for best pricing.

Train staff on the requisition process, as needed.

Vendor maintenance.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

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

Principles and techniques involved in payroll preparation and processing.

Accounting procedures as they relate to various federal, state, local, and school district policies and regulations.

Analysis, use and interpretation of accounting and financial data, methods, practices, procedures and terminology used in bookkeeping and financial record keeping, including computer printouts.

Policies and objectives of assigned programs and activities.

Data control procedures and data entry operations.

General accounting and business functions, general ledger accounting and preparation of financial statements/accounting reports and records for an educational organization.

Oral and written communication skills.

Interpersonal skills.

Mathematical computations.

### **Skill and Ability to:**

Perform a variety of accounting duties in support of assigned accounts and budgets.

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.

Establish and maintain financial and accounting records.

Reconcile, balance, verify, and adjust assigned accounts and budgets.

Compile information for general journal entries and calculate, post and adjust journal entries including income and expenditures.

Interpret and apply pertinent laws, rules, regulations, and procedures.

Perform responsible clerical accounting work using independent judgment and initiative.

**Skill and Ability to (continued):**

Determine steps or procedures used to assemble, organize and prepare data for records and reports.

Provide technical accounting for assigned functions to assure accuracy of financial transactions and compliance with established accounting principles, standards and requirements.

Understand and implement time management tools to ensure efficiency.

Post data and 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:**

Any combination of education and experience equivalent to two years of college with major course work in accounting or related field and three years of experience.

**Experience:**

Equivalent to the completion of two years of college course work in accounting or in a related field and three years of responsible related job experience. Experience in a school district or in a county office of education is preferred.

**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 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.

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