

**SANTA CRUZ COUNTY OFFICE OF EDUCATION  
SENIOR ACCOUNT SPECIALIST, REVENUE AND APPORTIONMENT**

**DEFINITION**

Under direction of an assigned administrator, perform highly responsible and complex accounting and recordkeeping duties in the distribution of various revenues including but not limited to the principal appointment process; daily monitoring of school district fund balances; interfund and wire transfers; investigate and resolve overdrawn accounts; compile, prepare, and check statistical accounting reports; allocation of State and Federal apportionments and local property taxes; and serve as a technical resource to school districts, county auditors, and county treasury personnel.

**SUPERVISION EXERCISED**

No supervision exercised.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform duties that require the application of bookkeeping principles and skills, organization of information, and maintaining of specialized accounts and information where recorded transactions are variable and subject to irregularities in method of disposition.

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

Review, audit, analyze, reconcile and adjust assigned accounts; calculate, post, audit, code and adjust journal entries; update accounts to reflect income, expenditures, transfers and other transactions; balance accounts, audit for errors and make appropriate corrections and adjustments.

Compare and reconcile ledgers, statements, records, documents, transactions and reports to identify errors and discrepancies; review, process, audit and assure accuracy of a variety of transactions and related documents; approve transactions as appropriate; initiate and process account and budget transfers as needed.

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.

Gather, assemble, tabulate, check, and file financial and statistical data and reports; develop spreadsheet data and information.

Prepare and maintain logs, records, and statistical data in the area of assignment.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

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.

Resolve accounting problems with internal and external clients.

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

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

Coordinate and assemble material necessary for development of budgets.

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.

Responsible for special projects as they are assigned.

Maintain specialized files and records for audit review.

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

Prepare and make deposits.

Reconcile accounts and bank statements as needed.

Calculate amounts and prepare warrants for signature.

Serve as backup for other accounting personnel as needed.

File and process routine documents.

May answer section 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/Bookkeeping:**

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

Prepare, balance, audit, distribute and post principal apportionment revenues for all school districts, charter schools and the County Office of Education.

Resolve issues and problems as needed.

Interact with California Department of Education (CDE) staff and external auditors as needed.

Work independently on issues and problems; involve management personnel when necessary.

Prepare, balance, audit, distribute and post all revenues as necessary and assigned for all school districts, charter schools and the County Office of Education. This includes any and all necessary transfers to LEA's.

Audit and reconcile ledgers and warrants.

Audit and distribute receipts and revenues to proper accounts.

Establish and maintain subsidiary ledgers.

Maintain control accounts.

Balance accounts and make trial balances.

Prepare profit and loss statements.

Prepare program financial reports.

Prepare detail listings and balances by classification.

Monitor and track school district cash loans (interfund, County Treasury, COE, Tax and Revenue Anticipation Notes (TRANS) and/or other cash flow loans) and communicate with appropriate personnel as needed.

Provide guidance on account codes to departments and verify codes.

Prepare use tax reports.

Accept, record, and deposit developer fees.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Methods, procedures, practices and terminology used in accounting, general ledger, statistics, bookkeeping, financial record keeping and budget work, depending on assigned area.

Principles and techniques involved in the distribution of apportionment and tax revenue.

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, 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.

Automated accounting applications and principles.

Modern office practices, methods, and computer equipment.

English usage, spelling, grammar, and punctuation.

Oral and written communication skills.

Interpersonal skills including tact, patience, courtesy and professionalism.

Mathematical computations.

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

Perform responsible and complex technical accounting work with accuracy, speed, and minimal supervision.

Compile, tabulate, and analyze data and information.

Maintain and balance a variety of financial records, ledgers, and accounts.

Accurately count, record, and balance assigned transactions and inventories.

Understand and follow oral and written instructions.

Maintain confidentiality of information.

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

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

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

Research grants and entitlements via the internet and other means.

Operate a computer and assigned software, standard office machines, calculator with speed and accuracy, and type at a speed of 35 words per minute from clear copy.

Establish and maintain financial and accounting records.

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

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 make 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 training.

**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 a Bachelor's degree with course work in accounting, bookkeeping or a related field.

**Experience:**

Three to five years of increasingly responsible technical experience in accounting, bookkeeping, payroll, benefits, human resources or a related field. 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.

**Approval Date:** June, 2019