

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: CONFIDENTIAL**

**CLASSIFICATION: ADMINISTRATIVE SERVICES**

**JOB TITLE: ACCOUNTING SPECIALIST I**

### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent of Administrative Services or designee, perform a variety of accounting duties related to the preparation, maintenance, monitoring, and review of financial records, and reports related to accounts receivable, accounts payable, payroll, and fiscal reporting; process accounts receivable, accounts payable, and payroll; assure compliance with established County Office policies, procedures and governmental regulations.

### **REPRESENTATIVE DUTIES:**

Maintain inventory of office supplies and order additional supplies as needed. **E**

Assist with maintaining internal fiscal management system. **E**

Assist with the development and monitoring program budgets, earnings and expenditures. **E**

Reconcile County Office data to State and Federal agencies data. **E**

Prepare Child and Adult Care Food Program (CACFP) claims. **E**

Oversee and troubleshoot office equipment maintenance as required. **E**

Maintain assigned contracts and agreements. **E**

Purchase products and materials and process purchase orders on behalf of agency in a fiscally sound manner. **E**

Review, calculate, audit, and code monthly timesheets for processing by County Office. **E**

Coordinate travel arrangements for staff. **E**

Participate in the department staff meetings; attend various workshops, training sessions and conferences as assigned. **E**

Perform filing and clerical duties related to fiscal activities. **E**

Act as back-up receptionist; answer telephones and take messages or refer calls; greet office visitors and direct to appropriate personnel; provide assistance and information related to program activities; receive, sort, and distribute incoming mail. **E**

Perform a variety of routine accounting duties within an assigned area. **E**

Review, audit, calculate and process payroll for County Office and school districts. **E**

Review accounts payable transactions for accuracy and conformance with approved budget limitations and compliance with State Education Code, regulations, requirements, policies, and procedures; enter purchase orders and vouchers into the computer system; and verify the accuracy of invoices as required. **E**

Receive, record and audit school district funds received from local, County, State, and Federal sources; reconcile and balance ledgers, statements and records. **E**

Process deposit documents and monies from and/or for school districts within the County and County Office, enter data into the computer system; complete required documentation. **E**

Audit, advise, and assist district and County Office staff with regard to payroll and accounts payable to assure proper and accurate taxation and payment; assure the proper use of account codes, assist district and County Office staff with a variety of payroll and accounts payable issues, balances, changes, journal entries and reporting requirements. **E**

Audit districts' accounts payable, payroll, transfers, and journal entries to assure accuracy and compliance with applicable policies and legal requirements. **E**

Process payroll, accounts payable warrants and procurements according to established procedures. **E**

Develop and maintain financial and control spreadsheets to calculate and report numeric and financial data related to assigned accounts, programs, and budgets. **E**

Assist staff with the use of software applications. **E**

Prepare and maintain a variety of CCOE, State, and Federal periodic fiscal reports. **E**

Analyze and audit numeric and financial data and documents to assure accuracy, completeness and compliance with CCOE policies and procedures and applicable governmental regulations including attendance reports, transportation reports, and others as assigned. **E**

Operate a variety of office equipment, including a computer, printer, ten-key calculator, and various financial software applications. **E**

Prepare and maintain a variety of periodic reports, including 1099 reports, W-2 reports, county vehicle logs, sales tax, employee retirement system reports, Federal and State quarterly tax returns, mandated cost claims, contracts, employer-administered employee benefit plans, and physical/equipment inventory. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Preparation, review and control of assigned accounts  
Accounting and auditing principles, practices and procedures  
Payroll policies and procedures  
Financial, statistical and fiscal record-keeping principles  
Rules and regulations concerning assigned accounting activities, including the California Schools Accounting Manual and governmental accounting methods  
Federal regulations and registers related to assigned federal grant duties  
Data processing systems and software applicable to accounting and auditing functions  
Applicable sections of State Education Code and other laws  
Technical aspects related to assigned accounting duties  
Interpersonal skills using tact, patience and courtesy  
Modern office practices, procedures and equipment  
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data.  
Oral and written communication skills

**ABILITY TO:**

Maintain and audit fiscal records and accounts.  
Perform routine accounting work in the preparation, maintenance and review of financial records, accounts and reports  
Assure compliance with applicable policies, procedures and governmental regulations  
Interpret, explain, and apply accounting, legal, and administrative policies, procedures and other requirements  
Prepare financial records, reports and statements  
Process and record accounting transactions accurately  
Interpret, apply and explain rules, regulations, policies and procedures  
Research and reconcile financial data and documents  
Operate computer equipment to input data and to generate records and reports  
Establish and maintain cooperative and effective working relationships with others  
Analyze situations accurately and adopt an effective course of action  
Meet schedules and time lines  
Communicate effectively both orally and in writing  
Utilize computer software to organize, sort, and report financial data  
Lift and carry objects weighing up to 25 pounds  
Operate a variety of office equipment to perform assigned duties  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two (2) years college-level course work in business administration, accounting, or related field and one year of accounting-related experience.

**LICENCES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office

Constant interruptions

**PHYSICAL ABILITIES:**

Seeing to read and inspect financial or statistical records

Hearing and speaking to exchange information on the telephone or in person

Sitting or standing for extended periods of time

Lifting, pushing, pulling and carrying objects weighing up to 25 pounds

Bending at waist, kneeling and squatting

Dexterity of hands and fingers to operate computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Drive a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases

Potential for contact with dissatisfied persons

**Employee Group:** Classified - Confidential

**FLSA Status:** Non-Exempt

**Salary Schedule:** 615

**Approval Date:** July 2022