

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CONFIDENTIAL

CLASSIFICATION: BUSINESS SERVICES

JOB TITLE: ACCOUNTING SPECIALIST II

BASIC FUNCTION:

Under the direction of the Superintendent or designee, perform a variety of technical 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:

Perform complex and technical accounting duties within an assigned area. *E*

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

Monitor department budgets, earnings and expenditures; interpret financial conditions for future use by program staff; confer and inform program manager of budget and account status. *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, 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 and accounts payable warrants 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 equipment inventory. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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 job duties

Oral and written communication skills

ABILITY TO:

Maintain and audit fiscal records and accounts in a County Office of Education

Perform technical and complex 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: associate's degree in accounting or related field and three years increasingly responsible related accounting experience, including at least one year of school accounting experience and advanced techniques in the use of computerized spreadsheets.

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: February 2018