

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CONFIDENTIAL

CLASSIFICATION: ADMINISTRATIVE SERVICES

JOB TITLE: ACCOUNTING SPECIALIST III

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, perform a variety of duties related to the preparation, maintenance, monitoring and review of accounting and budgeting functions of the Colusa County Office of Education; provide fiscal support to county school districts; prepare and maintain various financial records and reports; and assure compliance with generally accepted accounting principles, laws, rules and regulations.

REPRESENTATIVE DUTIES:

Perform complex and technical accounting work within an assigned accounting area; establish, monitor and maintain accounts. **E**

Exercise judgment and initiative to perform independent financial duties related to ledgers, accounts, and programs. **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**

Prepare and maintain general ledger, budget and financial reporting for County Office funds, programs and facilities. **E**

Prepare and review cash journals, journal entries, and budget actions for accuracy, correctness of revenue and expenditure classifications, legality, and availability of funds. **E**

Prepare closing budget revisions and journal entries at close of fiscal year; set up control records for new budget periods. **E**

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

Monitor, review, audit and complete district/county financial, payroll and budget transactions; financial reports such as transportation, facility, special education, and special projects; and provide technical assistance when appropriate. **E**

Project county revenues and expenditures. **E**

Calculate, distribute, and reconcile various district/county apportionments/taxes. **E**

Reconcile and anticipate district/county cash balances, including, payroll holding accounts and prepare cash flow projections. **E**

Maintain a district/county record retention system. **E**

Research financial data and respond to technical questions or concerns from member district personnel, outside agencies, consultants, and others. **E**

Compare and route financial and other related correspondence to state and federal agencies, County Office and school district administrators, and others as required. **E**

Prepare confidential correspondence and data related to negotiations and administration of collective bargaining agreements. **E**

Compile, write, prepare, and proofread reports and correspondence in accordance with written or oral instructions. **E**

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures

Financial, statistical and fiscal record-keeping principles, including general accounting and auditing methods, procedures, and 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 applicable laws

Technical aspects related to assigned accounting duties

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

Operation of computer equipment and related software

CCOE organization, operations, policies and objectives

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
- Add, subtract, multiply and divide quickly and accurately
- 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
- Use tact, patience and courtesy
- Work independently
- Utilize computer software to organize, sort, and report financial data

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor'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 environment
- 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: June 2016