

SPECIALIST ACCOUNTING

Purpose Statement

The job of SPECIALIST ACCOUNTING was established for the purpose/s of performing a variety of professional accounting and advisory functions related to budgets, revenues, expenditures and fund accounting. Reviews, analyzes, and reconciles accounting and budgetary data and resolves the more complex issues. Collaborates with other district accounting staff.

This job is distinguished from similar jobs by the following characteristics: Bachelor's degree in accounting, finance or business related field, four years professional fund accounting experience which includes two years of supervisory experience, excellent customer service skills and knowledge of GAAP, GAAGAS, GAAS, USFR and AZ revised statutes, Title XV.

This job reports to DIRECTOR OF FINANCE

Essential Functions

- Analyzes investment accounts for the purpose of issuing investing instruction to State and County agencies.
- Coordinates with District staff, County Treasurer and other state and federal agencies on financial transactions for the purpose of ensuring district funds are received.
- Maintains a wide variety of financial information, files and records (e.g. budget, revenues, expenditures, encumbrances, fund balances, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors District accounts for the purpose of being in compliance with USFR and grant guidelines.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares and posts budget and journal entries, prepares monthly transmittal of journal entry affects to County Treasurer for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Prepares and submits the district's annual financial reports forms and other documents as necessary for the purpose of providing an up to date reference and audit trail for compliance.
- Prepares annual tax rate preparation form and a variety of other financial reports for the purpose of for the purpose of providing an up to date reference and audit trail for compliance.
- Prepares monthly and year-end reconciliation with County Treasurer and other District bank accounts for the purpose of providing an up to date reference and audit trail compliance.
- Processes a wide variety of financial information (e.g. journal entries for interest, bank fees, liabilities and prepaid expenses, reconciles bank statement investments, claims and transfers) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Processes and posts (e.g. accounts payable, payroll, handwritten and void warrants) for the purpose of providing up to date reference and audit trail for compliance.
- Reconciles federal, state, county and local revenues to County Treasurers monthly Treasurer's Report and posts revenue to District's accounting system (e.g. notifies County Treasurer of any incorrectly posted revenues) for the purpose of providing an up to date reference and audit trail for compliance.
- Reconciles interprets and maintains a variety of cash transactions for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Reviews, interprets and maintains the general ledger and financial statements for the purpose of providing an up to date reference and audit trail for compliance.

- Verifies funds are available (e.g. informs site/department if additional funds are needed) for the purpose of processing of accounts payable and payroll warrants.

Other Functions

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists other personnel (e.g. cover absences of coworkers in business department, assists with computer training) for the purpose of supporting them in the completion of their work activities and as a support person.
- Coordinates and process year end closing function for the purpose of providing an up to date reference and audit trail for compliance.
- Develops and prepares correspondence on various topics to schools and departments for the purpose of providing information as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Researches and retrieves data from files as requested (e.g. vendors, staff, schools, personnel, administrative staff and governmental agencies) for the purpose of providing needed information.
- Schedules appointments, meetings and conferences for the purpose of coordinating activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records, maintaining client and account confidentiality.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency Eight years of professional fund accounting experience which includes two years of supervisory experience

Required Testing

None specified

Continuing Educ. / Training

None Specified

FLSA Status

Non Exempt

Certificates & Licenses

None

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date

Salary Grade

Classified 9