



Department/Division:	Business Services
Reports To:	Chief Business Official
Provides Direction To:	None
FLSA Exemption Status:	Exempt
Date Prepared:	July 25, 2019
Date Adopted by Board:	August 14, 2019
Salary Schedule:	Confidential Classified

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

DEFINITION

Under general supervision of the Chief Business Official or an assigned supervisor, the Accounting Specialist performs specialized accounting, financial and statistical record-keeping and processing work of above average difficulty in an automated environment; performs assigned administrative support and clerical duties pertinent to the assigned functions and department; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Accounting Specialist performs technical accounting-related duties including accounts payable, transfers, accounts receivable, budget monitoring, and the preparation of accounting reports and forms (including numerous transactions and budgets governed by contracts and open purchase orders); provides information to new and current, providers, vendors, consultants, and /or administrators; resolves billing and payment reporting and reconciliation issues; and maintains confidential student and employee records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. The Accounting Specialist will focus on a subset of duties included in this job description such as accounting functions related to a specific business services area.

- Record and count money received; prepare receipts.
- Reconcile program records, reimbursable accounts, book deposits, invoice statements, and bank accounts; balance accounts to control figures; collect purchase orders to maintain and reconcile records.
- Prepare and process accounts payable information to comply with various payment timetables; verify and reconcile documentation of merchandise and services received against claims, invoices, purchase orders, receipts, and packing slips.
- Receive, review, and process incoming requisitions; issue invoices.

- Prepare requisitions for a variety of services, supplies, and equipment including service contracts.
- Match purchase orders, invoices, and other documents necessary to process payments on “B” warrants; audit invoices and research and resolve discrepancies; enter data to specialized automated accounts payable accounting system to process accounts payable.
- Assist in obtaining and verifying quotations and comparative prices and follow-up information in compliance with bidding requirements; generate requisitions and submit for review or approval; maintain files regarding open purchase orders or other assigned accounts.
- Provide support toward establishing vendor/contractor accounts; secure appropriate signatures and other supporting information to be maintained in District files; distribute fully executed contracts to departments.
- Compile and file financial reports and claims for review and approval.
- Enter data electronically; create spreadsheets and databases; use standard and specialized software; use word processing and other software to create and maintain correspondence, Board agenda materials, reports, lists, contracts, calendars and other materials.
- Assist in the management of vendor agreements, including service contracts, lease agreements, and student transportation contracts; prepare field contracts and verify vendor insurance and other legal requirements.
- Answer a variety of questions regarding accounting, purchasing, invoice and payment matters.
- Perform a wide range of administrative support and clerical duties related to assigned accounting, billing, payment, and purchasing functions.
- Communicate in person and by telephone with site staff, students, the public, and vendors; interact with other departments; serve as a liaison between vendors and employees.
- Prepare necessary financial and statistical reports from records maintained.
- Set up account numbers; create and maintain files; develop accounting and reporting calendars.
- Develop budgetary and other projections and estimates of expenditures, personnel costs, cash flow, income, and related data using trends and formulae.
- Compose routine correspondence.
- Receive and process other forms and documents; verify account codes and availability of funds, screen for compliance with approved budget, accounting standards, and program guidelines.

- Maintain records for District vehicles.
- Open, sort, and route departmental mail.
- Send notices regarding delinquent accounts (EDP).
- Prepare information for audits.
- Operate standard office equipment such as photocopier, FAX, typewriters, computers, and printers.
- Attend assigned meetings, trainings, conferences, and staff development.
- Assists Chief Business Official in classified personnel management functions.
- Assists Director of Facilities in all purchasing functions.
- Serves as front office receptionist as needed.
- Represents the District to the public in a positive manner.
- In work required for the Superintendent and Chief Business Official, will regularly have access to confidential information which may result from collective bargaining negotiations.
- Performs other duties as assigned.

QUALIFICATIONS

Ability to:

- Perform all essential duties of the position with general supervision
- Learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information
- Learn and apply laws and codes governing benefits and retirement administration and policies, procedures and labor contracts used by the District
- Learn and interpret rules, policies, and procedures affecting District purchasing operations
- Process and expedite requisitions and perform other clerical duties in support of the purchasing function
- Learn various vendor accounting and purchasing requirements and cycles.
- Search, compile, and interpret accounting data
- Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries
- Perform accounting and general math computations quickly and accurately.
- Organize and prioritize work to meet deadlines and timetables
- Work cooperatively with individuals and work teams within and outside the department, including vendors
- Access and use a computer, common office productivity software, and specialized accounting software to access databases
- Operate quickly and accurately a 10-key calculator by touch method

- Understand and carry out oral and written instructions
- Read, write, and communicate in English
- Ensure the confidentiality of private information
- Establish and maintain cooperative and effective working relationships with others
- Represent the District to the public in a positive manner

TRAINING AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, supplemented with college-level coursework in accounting, purchasing or related field.

Any combination of training, education, and experience, which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is two years working-level experience performing account clerical work, purchasing, benefits, or other related areas.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment and the associated tasks listed in this section are representative of, but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment and associated tasks which may be required of positions in this class. Larkspur-Corte Madera School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology, computer, 10-key calculator; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills in English; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYEMENT

Participate in employer mandated training and re-training programs.