

ACCOUNTING SPECIALIST

DEFINITION

Under direction, coordinates and performs highly complex technical financial and accounting work related to the evaluation, processing, preparation, maintenance and verification of financial, accounting and statistical records; prepares and maintains highly complex and specialized technical financial reports and statements; may serve as a lead worker over subordinate clerical and/or technical staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the second and advanced technical class of the Accounting Support Series within the Yosemite Community College District (YCCD). Incumbents must utilize advanced technical knowledge of specialized subject areas to make decisions and complete assignments. Positions in this class work in departments that have highly complex fiscal, financial and accounting functions, typically serving as a lead worker and/or fiscal services coordinator for the work unit.

This class may be distinguished from the class of Accounting Technician because incumbents in that class perform less complex duties that do not require advanced technical knowledge. Furthermore, while an Accounting Technician may have limited lead worker duties over temporary, part-time or student workers, an Accounting Specialist typically leads the work of subordinate full-time employees and/or serves as the fiscal services technical coordinator for his/her work unit. This class may also be distinguished from the higher-level class of Accountant I because incumbents in that class perform entry-level professional accounting and analytical work.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees on a regular basis.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Coordinates and performs difficult technical financial and accounting work that includes assembling, tabulating, calculating, verifying, and filing highly complex accounting and fiscal related data.
- Coordinates and performs a wide range of complex technical fiscal record management operations related to one or more specialized accounts payable, accounts receivable, purchasing, budget control, student loan, financial aid and other functions.
- Coordinates the revision, formulation and implementation of accounting and budget control record management systems and procedures.
- Directs, coordinates and performs the posting, balancing and verification of accounting and budget control records in manual and/or automated systems; reviews, verifies and reconciles output reports prepared by self and others.
- Coordinates the preparation of trial balances and financial statements.
- Coordinates the establishment, posting and maintenance of journals, ledgers and a variety of other accounting and fiscal records.
- Prepares complex technical accounting, budget control and fund analyses.
- Performs complex technical accounting functions pertaining to student loan review and loan collection.
- Interprets and provides information regarding complex legal mandates, policies, regulations and operational guidelines to District personnel.
- Provides complex technical information to county, state and federal agencies.
- Coordinates the auditing and processing of complex reimbursement requests related to travel, training and special events, ensuring compliance with District policies and procedures.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Principles and practices of lead supervision and training.
- Advanced principles and practices of technical accounting including a working knowledge of Generally Accepted Accounting Principles.

- Methods, techniques, and practices of advanced technical and computerized accounting systems including accounts receivable, accounts payable, budget monitoring, student disbursement, and general ledger maintenance.
- Financial record keeping and bookkeeping practices and procedures.
- Business arithmetic as applied to accounting and auditing support functions.
- Modern office procedures, methods and equipment including business computer user applications, particularly as related to accounting systems.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Use initiative and independent judgment when prioritizing, planning, and reviewing the work activities of other staff.
- Organize own work, coordinating several activities, and meeting critical deadlines.
- Perform complex and detailed accounting technical work accurately.
- Prepare, maintain, and reconcile various financial accounts and records.
- Make accurate arithmetic calculations.
- Organize and maintain office files.
- Interpret, explain, and apply laws, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 15 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to Accounting Technician at YCCD.

OR Pattern II

- Education: Possession of an associate's degree from an accredited college, with major course work in general accounting, finance or a closely related field.
- Experience: Four years of sub-professional accounting work, including two years performing work at a technical level that included responsibility for account maintenance in a computer assisted accounting record management system.

Special Requirements:

- None

Class Adopted: 03/01/09

Class Amended: XX-XX-XX