

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – CLASSIFIED**

POSITION: ACCOUNTING SPECIALIST

RANGE: 19

A. PRIMARY FUNCTION

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties in support of assigned District accounts and functions; process, record and audit various transactions; prepare, reconcile and maintain a variety of financial and statistical records, reports and statements.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Perform a variety of specialized accounting duties in support of assigned District accounts and functions such as accounts payable, accounts receivable, payroll, purchasing and Child Nutrition Services; calculate, assemble, sort, tabulate, review and post a variety of financial and statistical data.
2. Monitor, maintain, review and evaluate assigned funds and accounts; process, code, verify and update accounts with income and expenditures; verify, balance, adjust and reconcile various accounts; review, adjust and assure accuracy of journal entries.
3. Process, verify and audit financial forms and documents for accuracy; review accounts and related data, transactions, statements and balances for errors; make corrections and adjustments as needed; identify, investigate and resolve discrepancies; review and verify proper coding.
4. Research, compile, prepare and revise accounting data and documents; prepare and maintain a variety of financial and statistical records, statements and reports related to accounts, income, expenditures, payroll, budgets, taxes and assigned activities; establish and maintain filing systems.
5. Process accounts payable as assigned; receive, process, sort, code and file purchase orders and invoices; prepare invoices for payment; verify invoices and match with purchase orders, contracts, bids and other documents; assure accuracy of pricing and cost calculations; issue payments.
6. Process accounts receivable as required; collect and account for various monies; prepare and follow up on invoices and billings as directed; receive, sort and verify incoming monies as assigned; check money totals against receipts to assure accuracy; prepare and distribute receipts and bank deposits.
7. Prepare and process payroll to assure employees are paid in an accurate and timely manner as required; process, audit, input and assure accuracy of time sheets; maintain and update employee records with vacation and sick leave, pay rates and other payroll information.
8. Prepare, process, verify, evaluate and audit a variety of financial transactions such as claims, reimbursements, contracts, non-sufficient fund checks, warrants and requisitions; verify accuracy of related information; calculate, prepare and assure accuracy of incoming and outgoing payments.

9. Input and update a variety of financial and statistical data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various reports, checks, invoices and other documents as assigned; assure accuracy of input and output data.
10. Compare and reconcile various financial data, statements, records, reports and documents to assure accurate fund accounting; review and audit data, records, reports and documents for accuracy and completeness.
11. Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; contact other departments, personnel and organizations to request and verify information, data and documents.
12. Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
13. Maintain contact with vendors to request, modify and clarify invoices and resolve discrepancies as required; follow-up on purchase orders, invoices and payments as needed.
14. Prepare, distribute and respond to a variety of fiscal correspondence; assist in assuring mandated reports, records and data are completed and submitted to appropriate local, State or federal agency according to established time lines.
15. Provide technical support with yearend closing, quarterly, audit and related financial functions assigned.
16. Perform related duties as assigned.

C. QUALIFICATIONS

1. Knowledge of:

- a. Methods, procedures and terminology used in technical accounting work.
- b. Financial and statistical record-keeping techniques.
- c. Preparation of financial statements and comprehensive accounting reports.
- d. General accounting and business functions of an educational organization Policies and objectives of assigned programs and activities.
- e. Use and processing of purchase orders, invoices, claims and related documents.
- f. Preparation, review and control of assigned accounts.
- g. Data control procedures and data entry operations.
- h. Modern office practices, procedures and equipment.
- i. Operation of a computer and assigned software.
- j. Oral and written communication skills.
- k. Interpersonal skills including tact, patience and courtesy.
- l. Arithmetic computations.

2. Ability to:

- a. Perform a variety of specialized accounting duties in support of assigned District accounts and functions.
- b. Prepare, process, verify, evaluate and audit a variety of financial transactions and related documents.
- c. Maintain accurate financial and statistical records.
- d. Prepare and evaluate comprehensive accounting reports and statements.
- e. Verify, balance and adjust accounts.

- f. Review, process, evaluate and verify a variety of financial information, forms and documents.
- g. Identify, investigate and resolve financial errors and discrepancies.
- h. Monitor and audit income and expenditures.
- i. Assemble, organize and prepare data for records and reports.
- j. Reconcile, balance and audit assigned accounts.
- k. Compare numbers and detect errors efficiently.
- l. Operate standard office equipment including a computer and assigned software.
- m. Communicate effectively both orally and in writing.
- n. Establish and maintain cooperative and effective working relationships with others.
- o. Meet schedules and time lines.
- p. Perform arithmetic calculations quickly and accurately.

D. EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and three years general accounting experience.

E. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
4. Ability to operate computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds, and occasionally up to 50 pounds with assistance
6. Physical mobility sufficient to move about the work environment for sustained periods of time on hard flooring, stairs, ramps, and to respond to emergency situations
7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and to reach in all directions including overhead

F. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time