



Position: Accounting Specialist	Position Number:
Department/Site: Business Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Controller or other assigned supervisor	Salary Range: 27

Under minimal supervision, the accounting specialist performs a variety of difficult and technical cashiering and accounts receivable duties that require a good working knowledge of all aspects of the cashiering cycle necessary for daily operations of the cashiering department including a substantial amount of administrative detail and non-routine work. The accounting specialist assists in the oversight of coordination of all cashiering services and student account activities, coordinates the work of staff, ensures that the instructions of the supervisor are carried out efficiently, and serves on various committees as directed. The accounting specialist serves as a lead worker over entry-level cashiering employees and student help, and resolves conflicts related to collection of student fees. The accounting specialist has a high frequency of contact with students, staff, and the public that requires sensitivity and good communication skills. The accounting specialist plans, organizes, and coordinates the operations, activities, and work of the cashiering services department; trains and coordinates the work of cashiering staff; and values and promotes the mission and vision of the college.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Plans, organizes, and coordinates the operations and activities of the cashiering services department in accordance with appropriate regulations and established District policies and procedures; plans and coordinates the daily scheduling of cashiering services staff.
- Reviews and distributes daily cash journal entries to financial system; reconciles online and in-person registration credit card transactions.
- Ensures proper recording and accountability of financial transactions for registration fees, refunds, billings, waivers, student/vendor accounts receivable, and collections.
- Plans for and implements necessary processes required for federally reported student tuition tax credit claims (Form 1098-T), clarifying information to students and staff; ensures accurate and timely submission of tax files to IRS and students.
- Ensures proper transfer of funds between college departments.
- Participates in and serves on various committees and meetings as lead for student accounts receivable system; attends training sessions and conferences on systems utilized by student accounts; serves as a liaison with other departments as needed.

- Creates and updates the cashiering office procedures manuals; initiates, maintains, and updates college publications and communications regarding cashiering fees, information, procedures, and processes.
- Processes, evaluates, and submits online, manual, and exception refund requests; manages refunds, parking permits, and credit card systems; audits and processes financial aid disbursements.
- Sets up, updates, enables, and maintains term dates in student accounts receivable system.
- Performs student accounts receivable upgrades and customization testing prior to implementation in production database; initiates program request changes within the cashiering program.
- Performs student account software investigation, resolution, and testing in coordination with external consultants and IT staff.
- Prepares clear and accurate financial statements, spreadsheets, and reports based on system data for presentation to managers and others at various meetings.
- Prepares necessary financial and narrative data in preparation for the annual audit.
- Prepares various accounting and financial records for District accounts such as accounts payable, accounts receivable, and categorical funds.
- Reviews and assures posting to proper account and ledger; enters inventory, financial, and statistical data to proper account; adjusts accounts as needed.
- Provides comprehensive oversight of the general ledger; prepares reports.
- Performs a variety of complex calculations and financial and statistical record-keeping utilizing databases and spreadsheets as appropriate; verifies accuracy of financial and numerical data and follow-up on issues of inaccuracy and discrepancy.
- Prepares accounting and statistical reports; prepares remittances and reports for various governmental agencies.
- Assures payments, receipts, and documentation are in accordance with District, county, state, and federal laws, regulations, and procedures.
- Interprets, explains, and applies appropriate rules, regulations, and practices; provides information to District employees, vendors, and others.
- Prepares a variety of District financial and statistical records; prepares and processes a variety of financial and statistical documents.
- Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods and practices of financial record keeping;
- Accounts receivable methods and practices;
- Cashiering policies and procedures;
- Bank deposit procedures;
- Organizational processes and procedures;
- Office equipment, procedures, and practices;
- General office procedures, practices, and methods;
- District policies and procedures;
- Methods, procedures, and terminology used in assigned accounting duties;

- Financial and statistical record-keeping techniques;

Skills and Abilities to:

- Perform financial and statistical clerical work and analyze data;
- Make arithmetic computations quickly and accurately;
- Understand and carry out oral and written directions;
- Develop and maintain cooperative relationships with others;
- Use proper techniques of counting and receiving money;
- Post and maintain ledgers and journals;
- Operate a computer and 10-key calculator with speed and accuracy;
- Communicate effectively both orally and in writing;
- Maintain a variety of records and files both physically and electronically;
- Perform complex accounting procedures in the maintenance of assigned accounts;
- Prepare and maintain accurate financial and statistical records;
- Process and record accounting transactions accurately;
- Operate a computer and applicable software;
- Prepare financial statements and other technical financial reporting documents.

EDUCATION AND EXPERIENCE:

An associate's degree in accounting, finance, business administration, or a closely related field or equivalent education, and three years' work experience in handling cash and performing accounts payable duties using a computer-based accounting system.

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability.

WORKING CONDITIONS:

Environment:

Office setting with a combination of private offices and cubicles of co-workers in the same or adjoining room servicing the accounting needs of other employees and students, customer service window where cash-handling transactions occur in one end of workspace.

Physical Effort: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for long periods of time.
- Manual dexterity sufficient to write, use telephone, and business machines for extended periods of time.
- Vision sufficient to read printed materials.
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone.
- Physical mobility sufficient to move about the work environment.

- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.