



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE:	Account Specialist	# 2105
SALARY PLACEMENT:	Classified Salary Schedule Range 39	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent with two years community college, trade or correspondence school, training in accounting procedures may be substituted by experience of a closely related nature.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Five years' experience in bookkeeping and budget accounting, preferably three years in an educational setting. Knowledge of principles, practices, and procedures of accounting; modern office practices and procedures; data processing; proper English usage; good record-keeping techniques. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of: Basic principles, practices and procedures of accounting including budget development, payroll, accounts payable and accounts receivable. Modern office practices, procedures and equipment. Applicable sections of State Education Code and other applicable laws. Record-keeping techniques. Oral and written communication skills. Operation of a computer. Interpersonal skills using tact, patience and courtesy.

Ability to: Maintain accounting and financial records. Perform mathematical calculations quickly and accurately. Understand and follow oral and written directions. Learn to interpret, apply and explain rules, regulations, policies and procedures. Compile and analyze financial and statistical information and data. Maintain records and prepare reports. Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks. Establish and maintain cooperative and effective working relationships with others. Operate a variety of office equipment i.e., computers and calculators. Be flexible and receptive to change.

DISTINGUISHING CHARACTERISTICS:

The Account Specialist is the advanced level in the accounting family and prepares complex accounting reports and analyses in support of major programs and special projects.

SUMMARY OF POSITION:

Under limited direction of management personnel, performs difficult and complex accounting and auditing duties. Provides assistance in the preparation and maintenance of budgets, financial reports and accounting records as well as independent judgment and problem solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Assist in the coordination of budget development; compile, prepare and analyze information and data related to income and expenditures.

2. Coordinate communication between the business office and various District/County Office departments and personnel; provide information related to financial accounting procedures, account balances, budgets, records and related matters.
3. Perform highly specialized accounting and budgetary functions.
4. Conduct internal audits of financial accounts; assist outside auditors in conducting audits of financial records.
5. Prepare various financial accounting and budget control documents, reports; prepare invoices for services provided to other agencies.
6. Maintain confidentiality.
7. Related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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Rev 3/10/10 ms
Rev 9/10/12 sc