

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ACCOUNT SPECIALIST III

DEFINITION

Under general supervision, perform responsible clerical accounting duties of average difficulty in the assigned area of responsibility. Incumbents are expected to solve problems without assistance, although unusual problems may be referred to the supervisor. Positions are assigned specific functions such as payables, report preparation, or auditing. Incumbents are expected to be a resource in the area(s) of assignment. Incumbents may be assigned duties involving school district audit functions and/or internal County Superintendent of Schools functions. They are expected to comply with the Santa Cruz County Office of Education's Board Policies and Administrative Regulations.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Distribute financial documentation to school districts or internal departments.

Receive warrants, separate by district, and release to designated authorized district personnel.

Control records distribution including receiving, separating, and redistributing.

Maintain log book of incoming and outgoing records.

Balance accounts with County Auditor or County Treasurer's Office.

Perform a variety of accounting clerical duties related to maintenance of departmental accounting records.

Balance accounts.

Assist in departmental/school budget computations.

Maintain purchase order records.

Prepare status reports.

Resolve problems and answer questions.

May operate a computer terminal or personal computer in the performance of assigned duties, or microcomputer for information processing.

Notify accounting department when transfer of funds is necessary; post to budget accounts.

Apply pertinent laws, rules, and regulations.

Perform related duties and responsibilities as assigned.

EXAMPLES OF PROGRAM-SPECIFIC IMPORTANT AND ESSENTIAL DUTIES

In addition to the above general example of duties, specific programs may require specialized duties as follows:

Accounts Payable Audit:

Perform internal and/or external audits; contact district and/or internal staff or vendors to examine and clarify discrepancies.

Receive, review, audit, and process disbursements of school districts to ensure that they are legitimate, properly classified, and sufficiently documented.

Verify signatures and sort materials by school district or program.

Prepare warrant vouchers, charging designated account classifications.

Research lost, canceled, or unpaid warrants; adjust variances or disagreements with vendors.

Address routine problems and answer questions in assigned areas, referring exceptions to supervisor.

May type warrants and answer section telephones.

Retirement/Payroll:

Receive and audit payroll transmittals.

Check accuracy of labor codes, pay rates, and earnings.

Perform payroll and retirement service functions for school district or internal departments; verify balances of earnings and deductions of earnings; balance monthly retirement reports; certify whether employees qualify for retirement system membership.

Accounts Receivable:

Perform deposits and verify cash receipts received from school districts or internal departments.

Receive cash, warrants, and checks from revenue sources, individuals, school districts, and other entities.

Prepare cash deposits and credit proper funds and accounts.

Forward deposits with deposit receipt/affidavit to appropriate accounting area for deposit with County Treasurer.

Address routine problems and questions in assigned areas, referring exceptions to supervisor.

Properly endorse all checks and warrants.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Office practices and procedures.

Pertinent laws, rules, and regulations.

Skill and Ability to:

Operate standard business office machines including a calculator and a typewriter.

Type at a speed of 35 words per minute from clear copy.

Maintain accurate and neat reports and records.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Communicate effectively in the English language, both orally and in writing.

Understand and follow both oral and written instructions.

Plan, formulate, and execute clerical procedures and directives, in accordance with assigned duties.

EDUCATION AND EXPERIENCE

Any combination equivalent to experiences and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Formal or informal education equivalent to the completion of the twelfth grade supplemented by high school and college courses in bookkeeping/accounting.

Experience:

One year of recent experience in keeping or reviewing financial or statistical records.

License or Certificate:

Possession of, and ability to maintain the requirements for, a valid California driver's license issued by the State Department of Motor Vehicles, and to be insurable.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the follow physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: August 25, 1997.