



Accounting Specialist

Job Description

Reports To:	Accounting Manager (<i>or designee</i>)
FLSA Status:	Non-Exempt
School Classification:	Classified
Pay Schedule:	Range 3
Work Schedule:	12 months
Location:	Onsite and Remote Office

Position Summary: *Under general direction performs independent, advanced analytical, complex tasks to assist in the smooth and efficient operation of the business services department including accounting administration, data gathering, auditing, report preparation, and special project assignments.*

ESSENTIAL FUNCTIONS and RESPONSIBILITIES

Accounting

1. Reviews financial and accounting records for accuracy completeness and compliance with standards
2. Prepares and submit financial and statistical reports and claims as required and assist the auditor in the annual audit process
3. Performs financial and statistical studies to assist the administration in the formulation of programs and procedures
4. Prepares monthly and annual journal entries, or as required throughout the year
5. Assist school personnel in obtaining current balances on accounts
6. Supports the department in the annual (non attendance) annual audit
7. Supports Payroll department with CalSTRS related reporting

Budget

1. Assists in the development, implementation, and monitoring of a comprehensive budget and accounting program
2. Assist in the budget development process and initiates and recommends budget adjustments; revise the budget for all funds
3. Assists in the development, preparation, and analysis of interim budget reports
4. Assists in the preparation and analysis of multi-year financial projections

Administrative Support

1. Answers phone calls and provide a high level of customer service
2. Welcomes office visitors and directs them as needed, providing a high level of customer service
3. Supports and facilitates office and school events

4. Develops, streamlines and improves systems and procedures within the department and across other departments within the school as needed

Accounts Payable Support

1. Completes invoice match and uploads process on purchase orders
2. Assists the department in working with materials and/or community providers to resolve any invoicing or billing issues
3. Assists with tracking down old invoices for orders that have not been billed
4. Manages the departments efforts to resolve stale dated checks
5. Assists with all the schools compliance reporting to various State and Federal agencies
6. Assist to respond and/or disseminate email messages to the shared accounts payable email
7. Assists in the development, collection, and maintenance of operational metrics
8. Prioritizes daily tasks in order to meet operational metric goals

Other Duties

- Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours
- Refers all formal disciplinary actions involving students and staff to school management ensuring compliance with the school's Uniform Complaint Policy and the school's Uniform Technology Policy; addressing and resolving complaints from students, parents, and staff in a timely manner; and complying with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Performs other duties as assigned

QUALIFICATIONS GUIDE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

- Two (2) years of general accounting experience with a charter school organization preferred
- Bachelor's degree in Accounting or Finance preferred
- Additional years of experience or education may be substituted to meet the minimum qualifications

Other Qualifications:

- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and the Human Resources department notifying the immediate supervisor of this clearance.
- Proof of a clear TB Tine test or signed Certificate of Completion dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.

Knowledge:

- Computer and technology literacy:
 - Operate office equipment including a calculator, copier, fax machine, computer and assigned software.
 - Knowledge and experience using Google docs, Google spreadsheets and other online collaboration tools to send and receive information
 - Methods of collecting and organizing data and information
 - Basic database skills
- Knowledge of applicable laws, codes, regulations, policies, and procedures
- Basic arithmetic calculations with speed and accuracy
- Willingness to research and become knowledgeable of curriculum and educational resources
- Knowledge and experience with modular accounting systems, experience with Sage Intacct a plus
- Knowledge and experience with Standardized Account Code Structure (SACS) highly desired.

Acquired Skills:

- Conflict resolution skills
- Perform varied and responsible educational assistant duties
- Record-keeping techniques
- Methods of collecting and organizing data and information
- Determine appropriate action within clearly defined guidelines

Abilities:

- Organized
- Work independently with little direction
- Possesses mature judgment
- Exercises initiative
- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Well developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Able to communicate effectively and regularly with the department head regarding questions and concerns
- Conflict resolution skills
- Openness to differing views and objectives
- Ability to maintain confidentiality of sensitive and privileged information
- Able to communicate effectively and regularly with the department head regarding questions and concerns
- Ability to perform varied and responsible educational assistant duties
- Determine appropriate action within clearly defined guidelines
- Follow established procedures and meet all established deadlines

Physical Demands:

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 the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds
- Close vision and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 100 miles in a day

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.