

## **San Jose Unified School District**

**I. Title** Accounting Specialist II

**II. Definition**

Under limited direction and using advanced accounting principles, performs a wide variety of highly responsible professional and technical accounting functions in the maintenance, verification and reconciliation of accounting records. Uses computer systems and software at a high level of skill. Responsible for accurate data collection, analysis, and processing. Completes schedules, studies and reports according to established laws, codes, regulations and standards.

**III. Examples of Duties**

- Prepare, audit, analyze, and verify fiscal records and reports.
- Reconcile general ledger accounts.
- Prepare, analyze and post financial transactions, including budget, encumbrances, revenue, expense, and general ledger.
- Prepare month-end and year-end close entries.
- Assist with the preparation of the annual budget.
- Develop revenue and expenditure forecasts.
- Perform monthly budget-to-actual analysis and resolve variances with appropriate administrators.
- Analyze data for input into state reports and prepare state reports.
- Prepare and update cash flows and other data necessary in the preparation of financial reports.
- Prepare schedules and collect data for external auditors.
- Review and approve expenditure documents, including reimbursement requests, time sheets, invoices, and credit card statements, to ensure availability of funding, mathematical correctness, and compliance with District policy and state and federal funding requirements.
- Provide training in the use of the District's computerized financial systems.
- Answer questions or concerns from administrators, clerical staff, and public requiring interpretation of complex laws, rules and regulations governing the District's accounting procedures and budget.

#### **IV. Distinguishing Characteristics**

Positions in this job classification require the ability to perform difficult, complex and responsible analytical work with minimum supervision.

- Requires accuracy and insight in highly technical accounting procedures.
- Expert knowledge of accounting in the school environment.

#### **V. Employment Standards**

##### **A. Knowledge of:**

- California Education Codes and Title V regulations;
- Governmental Accounting.
- California School Accounting Manual,
- Systems analysis.
- District organization, programs and policies.
- Financial accounting and budget preparation procedures.
- Effective record keeping practices and procedures.

##### **B. Ability to:**

- Act independently and accurately to ensure compliance with mandatory reports.
- Study and interpret Education Codes, Government Codes, and District Policies and Procedures.
- Apply codes, rules, regulations, policies and procedures using good judgment while independently carrying out a variety of technical procedures.
- Work harmoniously with staff members, government agencies and the public and deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Perform research and compile information from a wide variety of sources.
- Work under the pressure of time constraints and cope with difficult situations in a sensitive and positive manner.
- Design computer spreadsheet models using formulas.
- Perform mathematical calculations with speed and accuracy.
- Understand financial records, reports, technical and legal materials.

- Monitor, audit, reconcile, balance, research and analyze a variety of complex financial data and transactions.
- Communicate effectively in written and oral form.
- Understand and carry out oral and written instructions.

**C. Education/Training/Experience:**

- A four-year degree or a graduate degree in finance, accounting, or business administration is required. Four or more years of comparable experience or education may be substituted when demonstrated by passing the District's accounting test.
- Additional course work, workshops, and in-service activities.
- Computer literacy.

**D. Licenses/Certificates:**

- Valid California Driver's License

**VI. Specific Qualifications**

Passing score of 75% on the Accounting Test.

Date: August 7, 2003

Range: 30

Work Year: 12

Position Code: AC2