

DESERT COMMUNITY COLLEGE DISTRICT

ACCOUNTING SPECIALIST

BASIC FUNCTION

Under the direction of the Director, Fiscal Services, perform varied and complex accounting work specializing in the maintenance of a set of accounts and financial and statistical records; audit financial records District-wide.

DISTINGUISHING CHARACTERISTICS

The Accounting Specialist performs more advanced work with responsibility for a set of accounts requiring more technical expertise and internal audit responsibilities. Positions allocated to the Accounting Technician class perform accounting work specializing in the maintenance of a set of accounts and financial and statistical records.

REPRESENTATIVE DUTIES

The following duties are representative of the essential functions of the position.

1. Perform specialized accounting work involved in one or more assigned set of complex District-wide accounts such as accounts payable, accounts receivable, general fund and special categorical projects.
2. Verify and code data according to prescribed procedures; review financial information to assure accuracy of information.
3. Gather, assemble, tabulate, proof, extend, verify, balance, summarize and post fiscal data or assigned accounts.
4. Review items for assigned set of accounts to assure accuracy and completeness of financial records; provide proper internal controls; audit and adjust source documents and other input data.
5. Prepare supporting schedules, worksheets and reports for assigned accounts; prepare statements and reports for funds as assigned for management and Board review.
6. Communicate with administrators, faculty, vendors, staff and others regarding assigned accounts; review budgets for assigned accounts and provide statements of forecasts and balances as requested; provide cash flows and other financial, statistical and analytical reports as requested for assigned accounts. Prepare and present training sessions as required.
7. Process a variety of financial information; adjust accounts; input statistical data regarding budgets and assigned accounts.
8. Reconcile accounts as assigned; prepare various accounting and budget control documents.
9. Perform internal control procedures for receipt, deposit and expenditure of District funds; audit postings made by all District positions; perform random compliance tests to determine adequacy of internal controls; analyze reports to ensure compliance with internal audit controls.
10. Train personnel in use of computerized on-line financial accounting and reporting system and appropriate cash controls, cash handling, and cash management.
11. Monitor cash management system daily; reconcile and resolve positive pay exception notifications.
12. Oversee the credit card balancing system for student accounts receivable registration; process and post credit card payments; review and analyze credit card transactions; monitor telephone credit card payments with collection of sales drafts; evaluate total fees collected and assign fees to appropriate budget account codes; act as liaison between bank officials and the District.
13. Assist and reconcile third party collection firms with outstanding accounts receivable and debt collection including retiree health insurance benefits.
14. Develop and assist in the formulation and implementation of improved accounting, budget and financial record-keeping procedures. Assist departments with annual budget development and formulation.
15. Prepare and assist external actuary with information required for GASB 43 and 45 reporting. Maintain post retirement employee records.

16. Audit monthly insurance invoices and process benefit payments for employees.
17. Communicate in person, online and on the telephone with students, faculty, and the public regarding the collection of monies. Assist cashiers on front line counters with payments, deposits, or refunds. Open safe on a daily basis and maintain custody of District cash fund.
18. Assist the Director of Fiscal Services to develop policies and procedures for the Bursar Office. Coordinate with District offices to identify and recommend resolutions to centralize all collection of money in the Bursar Office in accordance with District policy.
19. Serve as contact person with banking institutions in completing daily banking transactions excluding federal grant drawdowns; authorize bank wires as necessary; issue stop payment orders on checks; transfer funds between District accounts as needed; coordinate action with banks regarding forgeries, disputed bankcard charges; monitor bankcard and credit card machine transactions and verify bank charge for these services.
20. Audit, monitor and balance Federal and State reports and prepare periodic reports. Submit validated Federal drawdown requests for reimbursement to the Financial Analyst.
21. Attend a variety of meetings, trainings, and conferences.
22. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Procedures, methods, practices and terminology used in bookkeeping and financial record-keeping; modern office practices, procedures and equipment; modern accounting office machines; correct English usage, grammar, spelling, punctuation and vocabulary; operation of computers and a variety of software such as Microsoft Word, Excel, Outlook, Financial Aid, District, and County administrative systems; preparation, maintenance, verification and processing of payroll records, technical aspects of field of specialty; banking regulation and laws regarding credit card banking and foreign currency banking; applicable laws, rules and regulations related to assigned activities including Payment Card Industry Security Compliance; diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; interpersonal skills using tact, patience and courtesy.

Ability to: Post and make arithmetic computations rapidly and accurately; use a variety of office equipment; operate office machines including a computer and applicable software; understand and follow oral and written instructions; interpret and explain policies, procedures, rules and regulations; analyze and recommend improvements to systems and procedures; align programs and services to department objectives and goals; prepare correspondence and informational materials for handout; work cooperatively with others; exhibit sensitivity and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students; work confidentially with discretion; understand and work within scope of authority; work independently with little direction; communicate effectively both orally and in writing to exchange information; analyze situations accurately and adopt an effective course of action; plan and organize work; set schedules and time lines; sit for extended periods of time, bend at the waist, kneel, or crouch; lift 15 pounds.

EDUCATION AND EXPERIENCE

Any combination equivalent to: an Associate degree in Accounting or related field and four (4) years of accounts receivable experience including two (2) years of experience receiving and accounting for cash and credit card payments.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license. Must have an acceptable driving record and current vehicle insurance meeting State of California requirements. Occasional travel required.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Classified Bargaining Unit

Classified Salary Schedule RANGE 15
Revised 7/2000; 7/2008, 10/2013