



JOB TITLE	DEPARTMENT	REPORTS TO
Accounting Specialist	Business Services	Director of Financial Reporting

Position No: 75097	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 7/1/21
FSLA: Non-exempt	Date Revised:

JOB GOAL
To process accounting transactions including (payments, receivables, and journal entries), maintain related records, and support other accounting functions and reporting.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. T.A.B.E. test (AA/AS/60 college credits or higher will satisfy) 3. Knowledge of current computing technologies and software applications appropriate to the position's job. 4. Ability to work with diverse groups, and effectively communicate, both orally and in writing. 5. Ability to handle multiple tasks in a professional and courteous manner. 6. Ability to work cooperatively with others. 7. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assist with Accounts Payable functions (entering invoices, checking batches, processing check runs), maintain Accounts Payable files (including P-Cards). 2. Review invoices, purchase orders, and other related documentation and collaborate with internal departments to ensure that accounting is correct for items/services being paid (including proper allocation of purchase order amounts). 3. Ensure that all payments that are made comply with board policies and documented procedures. 4. Maintain and verify vendor payment methods: check, ACH, Wire, E-Payables. 5. Collect and verify documentation for P-Card transactions and agreements. 6. Process E-Payables payments (uploads, utility payment files, journal entries). 7. Review statements from vendors on a monthly basis. 8. Review reports necessary to assist with invoice payment process on a monthly basis. 9. Communicate effectively either verbally or in writing with customers (i.e. other district staff members, vendors, etc.). 10. Contact vendors or other District staff when necessary to assist in processing payments in a timely manner. 11. Review data to ensure that encumbrances and expenditures are charged to the correct program. 12. Process cash receipts accurately and in a timely manner ensuring that appropriate backup is attached and accounting is correct. 13. Process employee travel reimbursements in a timely manner. 14. Assist accountants with billing including creating invoices, preparing associated journal entries, and receivables tracking. 15. Assist accountants with routine journal entries and internal expense billing. 16. Update process documentation as needed. 17. Assist other Accounting Bookkeepers when backup is necessary.

18. Perform routine duties as required; i.e., serve as receptionist, compose and send correspondence, answer telephones, sort and distribute mail and other materials.
19. Research information pertaining to invoices, etc. for the supervisor and vendors and auditors.
20. Perform assigned tasks in a timely and efficient manner.
21. Perform assigned tasks with a high standard of quality.
22. Perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) Occasional lifting and carrying of objects weighing 10 pounds or less; Infrequent lifting and carrying of objects weighing 11-20 pounds; Occasional walking and/or standing may be required.