

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Accounting Specialist	Range:	40
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing advanced accounting duties in the preparation, maintenance and review of various financial statements, records, accounts, and budgets to assure accuracy and conformance to established policies and procedures.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Prepares financial statements and reports as directed; ensures compliance with applicable rules, regulations, policies and procedures; maintains a variety of difficult and complex financial and accounting records, ledgers, statements and reports.
2.	Assists in the preparation and monitoring of District-wide or campus-wide budget; processes budget transfers and prepares journal entries; monitors accounting activities of assigned categorically-funded programs; prepares expenditure and progress reports as required by funding agencies; reconciles and balances accounts and bank statements.
3.	Coordinates communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors;
4.	Answers questions and provides technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts and programs.
5.	Prepares and processes various documents involved in financial transactions, such as invoices, deposits for cash and checks, requisitions, purchase orders, contract agreements, and bids and maintains accurate records of cash and check receipts.
6.	Prepares, audits, and analyzes invoices for payment, such as requisitions, petty cash vouchers, and mileage and travel expense reports; prepares claims for capital projects; processes payments for payroll, loans, grants, and reimbursements; analyzes accounts and performs year end closing.
7.	Audits financial documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary.
8.	Maintains and files a variety of financial and accounting records, forms, listings and files; operates a variety of office equipment and machines such as calculator, computer, copier, and typewriter.
9.	Performs special projects as assigned, such as coordination of fee collection.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

In addition to essential functions, the Accounting Specialist may make decisions within established policies and procedures in the absence of designated Manager.

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## **WORKING RELATIONSHIPS**

The Accounting Specialist maintains frequent contact with various departments, staff, and outside vendors, agencies and financial institutions.

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## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent, supplemented by college courses in accounting  
Minimum four (4) years increasingly responsible work experience in accounting and/or banking preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting and auditing principles, practices and procedures  
Knowledge of financial and statistical record-keeping principles  
Knowledge of modern office practices, procedures and equipment  
Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of computer-based accounting systems  
Knowledge of various computer software programs  
Ability to interpret, apply, and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

None

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## **WORKING CONDITIONS**

College or District business office or customer service area; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

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