



Manhattan Beach
Unified School District

Accounting Specialist

Department/Division:	Business Services
Reports To:	Assistant Superintendent— Administrative Services or Administrative Designee
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 2, 2015
Date Approved by Personnel Commission:	June 11, 2015
Date Adopted by Board:	
Salary Range:	Range 21

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Assistant Superintendent of **Administrative** Services or an assigned supervisor, the Accounting Specialist performs specialized accounting, financial and statistical record-keeping and processing work of above average difficulty in an automated environment; performs assigned administrative support and clerical duties pertinent to the assigned functions and department; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Accountant Specialist performs technical accounting-related duties including accounts payable, transfers, accounts receivable, budget monitoring, **and the preparation of** accounting reports and forms (**including numerous transactions and budgets governed by contracts and open purchase orders**); processes employee benefits; provides information to new and current employees, providers, **vendors, consultants,** and /or administrators; resolves employee benefits, retirement, **billing and payment** reporting and reconciliation issues; and maintains confidential **student and** employee records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. **The Accounting Specialist will focus on a subset of duties included in this job description such as accounting functions related to a specific business services area.**

- Record and count money received; prepare receipts, income and sales reports, and deposits.
- Reconcile program records, reimbursable accounts, book deposits, invoice statements, and bank accounts; balance accounts to control figures; collect and verify documents such as time sheets, student attendance records, and purchase orders to maintain and reconcile records.
- **Prepare and process accounts payable information to comply with various payment timetables; verify and reconcile documentation of merchandise and services received against claims, invoices, purchase orders, receipts, and packing slips.**
- **Receive, review, and process incoming requisitions; issue invoices.**
- **Prepare requisitions for a variety of services, supplies, and equipment including service contracts.**
- Match purchase orders, invoices, and other documents necessary to process payments on “B” warrants; audit invoices and research and resolve discrepancies; enter data to specialized automated accounts payable accounting system to process accounts payable.
- **Assist in obtaining and verifying quotations and comparative prices and follow-up information in compliance with bidding requirements; generate requisitions and submit for review or approval; maintain files regarding open purchase orders or other assigned accounts.**
- **Provide support toward establishing vendor/contractor accounts; secure appropriate signatures and other supporting information to be maintained in District files; distribute fully executed contracts to departments.**

- **Assist in the management of vendor agreements, including service contracts, lease agreements, and student transportation contracts; prepare field contracts and verify vendor insurance and other legal requirements.**
- Understand, interpret and explain accounting-related procedures, program guidelines, mandates, and options to staff, students, and parents; research and resolve problems.
- Compile and file financial reports and claims for review and approval.
- Enter data in computer terminal/microcomputer; create spreadsheets and databases; use standard and specialized software; **use word processing and other software to create and maintain** correspondence, Board agenda materials, reports, lists, contracts, calendars and other materials.
- Answer telephone, take messages and transfer calls; answer a variety of questions regarding accounting, **benefits, purchasing, invoice and payment** matters.
- Perform a wide range of administrative support and clerical duties related to assigned accounting, **billing, payment, purchasing, and benefits** functions.
- Communicate in person and by telephone with site staff, students, **the public,** and vendors; interact with other departments; **serve as a liaison between vendors and employees.**
- Prepare necessary financial and statistical reports from records maintained.
- Set up account numbers; create and maintain files; develop accounting and reporting calendars.
- Develop budgetary and other projections and estimates of expenditures, personnel costs, cash flow, income, attendance, enrollment, and related data using trends and formulae.
- Compose routine correspondence.
- Receive and process other forms and documents; verify account codes and availability of funds, screen for compliance with approved budget, accounting standards, and program guidelines.

- Send notices regarding delinquent accounts (EDP).
- Prepare information for audits; assist in scheduling and arranging insurance representative site inspections, depositions, and court appearances.
- Operate standard office equipment such as photocopier, FAX, typewriters, microcomputers, computer terminal, and printer.
- **Assists in** the enrollment and orientation of all District **employees into** benefit plans including health, dental, vision, life, and disability.
- Reconcile and pay all bills for all District benefit programs including health, dental, vision, life, and disability.
- Coordinate all benefits as employees leave the district including termination of benefits, COBRA and retiree benefits.
- **Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, FMLA) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.**
- **Serves as liaison between employees, vendors, brokers and administrators for the purpose of ensuring ongoing communication between parties and responding to employee inquiries required to provide an effective benefit plan.**
- Responsible for all master contracts, files, claims data, and all other **related** areas of responsibility in the area of health, dental, vision, life and disability.
- Attend assigned meetings, trainings, conferences, and staff development.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- **Working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.**

- **Working knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements.**
- **Working knowledge of computer-based accounting systems to set up accounts, enter accounting transactions, and extract detail and summary information.**
- **Working knowledge of office clerical procedures and office productivity software.**
- **Basic knowledge of financial statements and accounting reports.**
- **Basic knowledge of purchasing policies, practices, and terminology.**
- **Understanding of data entry requirements for automated purchasing systems.**
- **Sufficient writing skills to prepare routine business correspondence, work steps, and account footnotes.**
- **Sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages.**
- **Sufficient human relations skills to convey policies and procedures and to deal cooperatively with others on accounting transactions and in resolving issues.**
- **Correct English usage, grammar, spelling, punctuation, and vocabulary.**
- **Oral and written communication skills in English.**
- **Interpersonal skills using tact, patience, and courtesy.**

Ability to:

- **Perform all essential duties of the position with general supervision.**
- **Learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information.**
- **Learn and apply laws and codes governing benefits and retirement administration and policies, procedures and labor contracts used by the District.**
- **Learn and interpret rules, policies, and procedures affecting District purchasing operations.**
- **Process and expedite requisitions and perform other clerical duties in support of the purchasing function.**
- **Learn various vendor accounting and purchasing requirements and cycles.**
- **Search, compile, and interpret accounting data.**
- **Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.**
- **Perform accounting and general math computations quickly and accurately.**
- **Organize and prioritize work to meet deadlines and timetables.**

- **Work cooperatively with individuals and work teams within and outside the department, including vendors.**
- **Access and use a computer, common office productivity software, and specialized accounting software to access databases.**
- **Operate quickly and accurately a 10-key calculator by touch method.**
- **Understand and carry out oral and written instructions.**
- **Read, write, and communicate in English.**
- **Ensure the confidentiality of private information.**
- **Establish and maintain cooperative and effective working relationships with others.**

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, supplemented with college-level coursework in accounting, purchasing or related field.

Any combination of training, education, and experience, which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is **two years** working-level experience performing account clerical work, **purchasing, benefits, or other related areas.**

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

May require possession of a valid California C Driver's license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology, computer, 10-key calculator; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to

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grasp, lift and move records and documents typically weighing less than 20 pounds. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills in English; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

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

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.