

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Accounting Specialist

**Unit:** Supervisory and Professional

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**Job Code:** D1005  
**Original Date:** 06/2003  
**Last Revision:** 02/2017  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 06

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### **DEFINITION**

Under the direction of the Vice President of Administrative Services or designated Accounting Supervisor, independently perform professional accounting work using GAAP, GASB, and FASB, requiring in-depth knowledge of financial, accounting, and legal issues; perform detailed and complex research and analysis; ensure accuracy and conformance to legal requirements and district practices, procedures, and policies; and administers the Accounting Office financial record-keeping systems.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this class handle duties of a professional nature, where applicable laws and regulations are more complex and guidelines to follow are more involved. Incumbents act in a lead capacity resolving problems and reviewing work for accuracy.

### **EXAMPLE OF DUTIES**

1. Oversee and lead the daily campus accounting operations of specific area of responsibility and provide work direction; assign, review, and approve work of campus accounting staff. Implement and administer procedures and processes relevant to campus accounting processes and adjust for special circumstances as required.
2. Perform lead responsibilities in the daily operations. Review and post financial and budgetary transactions submitted by campus and area accounting staff. Implement, adhere to, evaluate, and coordinate GASB pronouncements. Ensure reports are accurate, complete, and timely. Assist in resolving problems related to the overall fiscal operation. Provide training and assistance to accounting personnel to maintain compliance with federal and State regulations and emerging technologies.
3. Investigate complex reconciliation of balance sheet accounts. Audit, monitor, validate, balance, and reconcile budgets, account balances, statements, receipts, and multi-system reports. Prepare schedules, bank reconciliation, income statements, and balance sheets. Classify assets, liabilities, reserves, and fund balances. Prepare budgetary and accounting reports. Prepare trial balance. Prepare and file State and federal tax returns.
4. Perform professional and complex accounting work involving the preparation, analysis, reconciliation, maintenance, and review of financial, accounting, budgetary, and fiscal records.
5. Communicate with site managers, supervisors, and staff to address current and pending developments and procedures. Provide technical direction to departments. Provide training and assistance to district accounting staff on use of computing systems as it relates to specific area of responsibility. Make recommendations as appropriate regarding income generations and investments.
6. Review and interpret federal, State, and district laws, policies, procedures, rules, and regulations involving financial reporting; obtain and maintain information concerning revisions and additions to relevant legal requirements; develop and implement procedures as appropriate to assure compliance. Review, recognize, integrate, and adhere to various legal and contractual requirements.

7. Perform audits and research, summarizing pertinent data and documenting issues; interpret research findings and conclusions and provide agreeable solutions. Update financial database. Post expenditures and maintain ledger accounts. Prepare various financial, accounting, and budgetary reports; compile data and prepare narrative explanations.
8. Play a key role in developing methods of tracking and monitoring the daily business transactions of the Accounting Office as well as in implementing the internal control structure of the College.
9. Assist auditors as necessary; prepare reports and respond to inquiries from auditors. Serve as a resource to outside agencies, assigned personnel, other district employees or students to provide information or to research and resolve problems related to the campus accounting office.
10. Assist in the planning, organization, supervision, and evaluation of campus accounting operations, programs, and services. Implement internal control procedures. Develop reporting methods to meet the informational needs of management of fiscal related and other issues.
11. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

Business Law terminology.  
California Education Code sections and Franchise Tax Board and Internal Revenue Regulations related to specific area of responsibility.  
Computer applications, including accounting software, word processing, spreadsheets, and databases.  
Correct English usage and report writing techniques.  
District computer systems related to assignment and applications for government accounting.  
District organization, operations, policies, and objectives.  
Financial systems applications and terminology.  
GAAP (Generally Accepted Accounting Principles) & GASB (Governmental Accounting Standards Board).  
FASB (Financial Standard Accounting Board).  
Legal and administrative concepts and regulations applicable to accounting functions.  
Laws, regulations, and policies governing the fiscal requirements of various State and federal agencies.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Oral and written communication skills.  
Practices of financial and statistical record-keeping, including accounting and bookkeeping systems.  
Principles, methods, and terminology of government and institutional fund accounting, including fiduciary relationships.  
Procedures, policies, rules, and practices affecting the development, maintenance, and control of budgeting and accounting systems.  
Record-keeping techniques.  
State Sales and Use Tax laws.  
Technical aspects of field of specialty.

#### Skills and Abilities:

Analyze financial data and prepare accounting statements in accordance with generally accepted accounting practices and generally accepted auditing standards.  
Collect data on business transactions.  
Communicate effectively both orally and in writing.  
Conduct technical analysis using basic financial analysis and research procedures and develop appropriate course of action or recommendations.  
Diagnose operational problems and failures quickly and effectively and supply effective remedies without delay.

Direct studies, analyze complex financial and statistical data, and develop summary conclusions and recommendations.

Establish and maintain effective working relationships with others.

Interpret, apply, and explain legal requirements, policy, procedures, rules and regulations, guidelines, and procedures.

Maintain interrelated records and files.

Meet schedules and timelines.

Operate standard office machines and equipment, including computer hardware and software.

Perform a wide variety of paraprofessional accounting work.

Plan and organize work.

Post data and make arithmetical calculations with speed and accuracy.

Prepare and formulate financial statements.

Prepare clear and accurate financial statements and reports and analyze accounting data.

Provide instruction and assistance to others in resolving difficult problems.

Read, interpret, and apply research findings.

Research accounting principles, standards, and practices.

Serve as campus spokesperson and representative for assigned functions.

Understand and follow oral and written directions.

Use computer applications, including word processing, spreadsheets, and databases.

Work confidentially with discretion.

Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in Accounting or Finance and two years of experience in the preparation of financial statements and tax returns for corporations or public institutions AND two years experience in reconciling and balancing transactions, subsidiary and general ledger accounts AND four years progressively responsible experience in finance or accounting.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.