

CLASSIFICATION TITLE: Account Specialist II

Salary Range: 26

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under supervision, provides specialized accounting support for the Sutter County Superintendent of Schools (department) by performing duties for county office related accounts, funds, budgets and functions such as accounts receivable, petty cash, fleet maintenance, construction, contracts, department support and benefits; reviews, adjusts and assures accuracy of journal entries. Also to advise, train and/or provide responsible assistance to office staff and LEAs; and to perform related duties as assigned.

DIRECTLY RESPONSIBLE TO:

Appropriate Administrator

SUPERVISION OVER:

None; provides assistance and guidance to other staff assigned to the department and LEAs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Accounting/Budgets:

Codes, verifies, and updates accounts to reflect income and expenditures; reconciles various fiscal statements, records, reports and documents to assure accurate fund accounting. Assists and supports other departments and acts as a liaison for fiscal matters; provides technical information concerning related accounts, funds, budgets, transactions, records, reports, laws regulations, policies and procedures.

Accounts Receivable:

Performs general accounts receivable procedures in the preparation of records, deposits and reports; receives, audits and verifies incoming monies; checks money totals against receipts and invoices to assure accuracy; prepares and reconciles bank deposits; prepares and follows up on invoices and billings; processes returned checks and maintains debtor lists; processes receipts and delinquent accounts; deposits payments and adjusts records accordingly; invoices for contracted services; monitors, evaluates and reconciles assigned accounts.

Auditing:

Monitors accounts receivable; audits and verifies receipts, invoices and statements for errors and makes appropriate corrections; monitors and verifies supporting documentation; analyzes receipts and assigns account codes for deposits; verifies reports and other calculations.

Records Maintenance:

Creates, organizes, maintains, and updates a variety of accurate financial and statistical records, statements, files and reports related to accounts, funds, income expenditures, and assigned activities utilizing database and spreadsheet software, other online applications, and manual systems; assure mandated reports are completed in accordance with established timelines and requirements; maintains an audit trail of documents and records; creates report formats and prepares necessary reports based on retrieved data as requested; develops and maintains spreadsheets, logs, worksheets, and other records; and ensures availability of documentation and compliance with established policies and regulatory guidelines.

Program Support:

Communicates with and provides technical support to both internal and external clients by collecting and providing specialized information, answering questions, resolving issues or concerns and assisting clients in interpreting and following proper relevant accounting procedures; assists in training other staff in

complying with proper procedures, rules and regulations; provides coverage for related positions as needed; participates in a variety of other assigned activities such as assisting with outside audits, developing manuals and ordering office supplies; interprets laws, rules, regulations, and manuals to accounting functions comply with established fiscal controls, standards, requirements, laws, rules, regulations, policies and procedures; coordinates services with clients; attends related meetings, in-service trainings and workshops; researches and analyzes data related to specific internal accounting problems; collects, organizes, and retrieves data to identify, troubleshoot and resolve discrepancies; communicates recommended solutions, and ensures any corrections or changes are implemented properly.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Any combination of education, training and/or experience which demonstrates the ability to perform the duties as described; college level coursework in accounting or public agency accounting experience is desirable.

Desirable Qualifications:

Intermediate principles, procedures, and terminology of auditing, accounting and financial record keeping as they relate to internal accounting functions (including accounts receivable); Generally Accepted Accounting Principles, practices and procedures; applicable laws, codes, rules regulations, policies and procedures; intermediate knowledge of software applications related to financial applications.

Skill and Ability to:

Perform a variety of specialized accounting duties in support of assigned county office accounts, funds, budgets and functions; perform mathematical computations rapidly and accurately; identify, investigate and resolve financial errors and discrepancies; operate a variety of standard office equipment including computers; operate a variety of software systems such as Word, Excel and QSS/QCC; interpret and apply complex laws, rules, and regulations; communicate effectively in both oral and written form; conduct research; set up and maintain complex database files to create spreadsheets and other related forms and documents; set up and accurately maintain applicable records; follow directions; establish and maintain cooperative and effective working relationships with others; work independently; set priorities and meet deadlines; detect and correct errors or omissions; establish and maintain cooperative working relationships with those contacted during the course of work.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.