

LODI UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNT SPECIALIST

BASIC FUNCTION:

Performs highly complex recordkeeping duties associated with the processing and completing complex accounting transactions. Responsible for one or more specialized elements within a complete accounting system, such as accounts payable or accounts receivable processing. May keep a complete set of books for a specific fund, including but not limited to student activity special reserve fund and self-insurance fund.

REPRESENTATIVE DUTIES:

Individual positions may not perform all the duties listed, nor do these examples include all responsibilities of positions in this class.

Performs various specialized duties in support of the District's Other Post Employment Benefit (OPEB) program, including maintaining retiree insurance, open enrollment, retiree eligibility, and orientation functions. *E*

Perform responsible accounting and/or payroll functions related to maintaining a complete set of financial records, such as budget ledgers, insurance records, or payroll records.

Provide information related to the actuarial study of the OPEB program to comply with the GASB 74/75. *E*

Prepare and complete the J-90 report. *E*

Provide billing to retiree members and collect retiree payments. Maintain records of receipt. *E*

Process monthly retiree benefit cap checks. *E*

Reconcile monthly insurance vendor payments. *E*

Provide in-service training to students, teachers, athletic coaches, site and other District personnel, and administrators. *E*

Establishes and maintains a standard chart of accounts that supports monitoring and accounting of student activity funds and school club accounts. *E*

Prepares budget documents related to the student activity special fund and/or self-insurance fund. *E*

Receive financial documents; review for accuracy and compliance to legal and procedural requirements; carry out procedural steps to assure or authorize payments or delivery. *E*

Account Specialist- Continued

Post journal entries, accounts payable, and payroll to control accounts. *E*

Prepare schedules of reimbursements consistent with State regulations. *E*

Contact other agencies, districts, schools, and District employees to discuss financial records and transactions. *E*

Give authoritative information on maintained records. Prepare routine correspondence independently. *E*

Operate computer terminal to post receipts and expenditures to various accounts; operate calculator, typewriter, and other office equipment. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Financial and statistical record-keeping techniques.

Applicable sections of the State Education Code and other applicable laws.

Governmental Accounting Standard Board Statements and Guidance

California School Accounting Manual

Preparation, review, and control of assigned accounts.

Preparation of financial statements and comprehensive accounting reports.

Operation of a computer terminal and data entry techniques.

Maintaining a database pertaining to the administration of the program.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Policies and objectives of assigned program and activities.

District organization, operations, policies, and objectives.

ABILITY TO:

Perform complex accounting work involved in the maintenance of financial records.

Perform technical accounting duties related to assigned fiscal programs and activities.

Verify, balance, and adjust accounts.

Make arithmetic computations with speed and accuracy.

Process and record accounting transactions accurately.

Prepare accurate financial summaries and reports.

Reconcile, balance, and audit assigned accounts.

Operate office equipment, including a computer terminal, adding, calculating and modern office machines.

Type accurately from copy containing a large percentage of numerical or tabular data.

Communicate effectively both orally and in writing.

Compile and verify data and prepare reports.

Understand and follow oral and written instructions.

Read, interpret, apply, and explain rules, regulations, bargaining unit agreements, policies, and procedures.

Account Specialist- Continued

Work independently with little direction.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a high school diploma or equivalent supplemented by college-level course work in accounting or financial record keeping and increasingly responsible experience in maintaining financial and statistical records.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling, or crouching.

Reaching overhead, above the shoulders, and horizontally to maintain and retrieve files.

Board Approved: TBD

Account Specialist- Continued