

CLASSIFICATION SPECIFICATION

Accounting Specialist

FT/PT Class Code: 4065, 4565 Pay Grade: B/C 08 FLSA: Non-Exempt Rev. 07/01/13

SUMMARY STATEMENT: The incumbent is responsible for basic accounting activities and the application of basic accounting practices and principles in support of a section, division, or department fiscal function. In addition, the incumbent conducts some research and makes recommendations regarding policies and procedures related to tuition and student accounts.

NATURE AND SCOPE:

Work is typically performed with supervision by a technical or administrative supervisor. Assignments may be stable or varied in nature and are carried out in accordance with accepted accounting standards and principles as well as any applicable State or Federal regulations. Duties encompass basic accounting functions such as posting and reconciling accounts and reporting account activities. Incumbents resolve discrepancies which require interaction with other State agencies, vendors and the public. Incumbents perform a variety of basic accounting duties and may supervise of group of accounting, clerical, and other personnel.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Maintains and reconciles a variety of ledgers and accounts. Conduct audits.
2. Conducts research, drafts materials for, and makes recommendations to the campus Business Manager regarding tuition and student account policies and procedures. Investigates student queries and appeals.
3. Prepares a variety of reports on financial activities and status for budget preparation and monitoring.
4. Ensures accurate codes and charges for all encumbrances and disbursements.
5. Interacts with vendors, State agencies, and the public to answer questions and to resolve account and billing discrepancies.
6. Trains, assigns, and reviews the work of clerical employees performing related duties when needed.
7. Evaluates effectiveness of current workflows and recommends changes. Serves on inter-departmental committees to review and coordinate campus processes.
8. Performs cashier duties as required.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of basic accounting.
- ◇ Knowledge of State and Federal accounting system, budgetary process, and auditing procedures.
- ◇ Knowledge of word processing and spreadsheet software.
- ◇ Knowledge of secretarial and office practices, procedures and equipment.
- ◇ Knowledge of principles and practices of basic accounting.
- ◇ Knowledge of word processing and spreadsheet software at an advanced level.
- ◇ Ability to train employees.
- ◇ Ability to communicate effectively in both written and oral form.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.