

Position: Accounting Specialist-Technician II	Salary Grade: 17 18
Department: Administrative Services	FLSA: Non-exempt

Summary

Under the direction of the assigned supervisor, performs varied and complex record keeping duties associated with the processing and completing of accounting transactions for ASG, Scholarship & Loan, Viking Shop, Federal Loan Fund, and the Foundation. Responsible for complete accounting system such as accounts receivable processing and management, accounts payable, cash management, cost analysis, inventory control, and the preparation and interpretation of financial statements.

Essential Duties and Responsibilities

- Maintains bookkeeping and accounting control records; makes journal entries, posts to general and subsidiary ledgers, prepares trial balances, close and balance accounts, and prepares reconciliation for several specialized and complicated accounts. Prepare monthly financial statements and reports for all assigned accounts.
- Responsible for the processing, disbursement, and reconciling of federal and state financial aid programs including but not limited to processing checks for disbursement, withholding funds from student checks to cover fees owed, creating files for importing and exporting of data, reconciling disbursements to ensure records are in balance, and tracking overpayments.
- Monitor cash flow for all assigned accounts; upload and monitor files to verify and resolve positive pay exception notifications daily.
- Responsible for accounts receivable and accounts payable for all assigned accounts.
- Complete and submit the annual Fiscal Operations Report and Application to Participate (FISAP) report to Department of Education.
- For college bookstore enters daily sales into automated accounting system information to include retail and cost of sales. Tracks inventory for the college bookstore. Annually reconciles inventory records with the physical count provided by the bookstore.
- Serves as the administrator of the financial accounting software for all assigned accounts.
- Process checks returned as non-sufficient funds and stop payments for assigned accounts.
- Attend college foundation meetings to present reports and information.
- Perform other duties as assigned.

Qualifications

▪ **Knowledge and Skills**

Requires knowledge of methods, procedures and terminology used in accounting work; federal and state laws; codes and regulations; district policies and procedures; techniques of utilizing related accounting software, preparation; review and control of assigned accounts; technical aspects of assigned accounting responsibilities; modern office practices and procedures, modern office equipment including computers; filing systems; mathematical calculations; verifying, balancing, and reconciling accounting records; and methods and techniques of effective customer service.

▪ **Abilities**

Requires the ability to maintain and balance a variety of complex financial records for assigned accounts; research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports; compile data and maintain complex records and prepare reports, assure compliance with district policies, procedures and governmental regulations; process and record accounting transactions properly; work independently with little direction; understand the organization and operation of the district and outside agencies as necessary to assume assigned responsibilities; understand and apply District policies and procedures; perform a variety of general clerical work; audit records and invoices for payment; reconcile records from outside vendors with district records; create and understand financial records, reports and technical and procedural requirements; perform mathematical calculations with speed and accuracy; learn and interpret the regulations and policies and procedures; operate various office equipment including computers, calculators, fax machines, copiers, printers, etc.; utilize keyboard skills commensurate with the required functions for this position; establish and maintain cooperative relationships with those contacted during the course of work; demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

▪ **Physical Abilities**

Requires ambulatory ability to sit in front of a computer screen for extended periods of time. Requires sufficient hand, arm, finger dexterity to operate computer keyboard, typewriter, or other office equipment. Requires visual acuity to read words and numbers. Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.

▪ **Education and Experience**

Any combination equivalent to: Associate degree in accounting, business management, or a related field, and **three** ~~four~~ years of increasingly responsible experience in the maintenance of financial or statistical records. Two years of additional related experience count for one year of education.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.