



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5096  
Date Adopted: May 3, 2012**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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## **Accounting Specialist**

### **GENERAL PURPOSE**

Under general supervision, performs a variety of complex and highly responsible accounting support duties, including: maintaining and reconciling accounts receivable and general ledger accounts; verifying accuracy and processing accounts payable invoices; tracking and monitoring available funds; reviewing and pre-auditing payments prior to disbursement; performs budget support functions for programs and school administrative units and related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Accounting Specialists perform complex and highly responsible accounting support functions in the reconciliation, preparation, and maintenance of OCDE financial, accounting, and statistical records and reports and in the monitoring, tracking, and posting of budgets and expenditures for programs and school administrative units. Work requires extensive knowledge of OCDE and school budgeting, accounts payable, revenue, and accounts receivable processes and procedures applicable to areas of responsibility. Incumbents are expected to independently perform assigned functions in an accurate, timely manner and exercise initiative in resolving problems related to these functions by referring to OCDE, state, and other governmental policies and procedures and knowledge gained through experience.

Accounting Specialist is distinguished from Senior Accounting Technician in that employees in the former class perform budget functions to support programs and school administrative units and perform accounting duties in support of grant funded programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Analyzes and prepares tentative, interim, and final assigned budgets within established guidelines; reviews and monitors expenditures and accounting information for programs and school administrative units; makes recommendations for solutions to budgetary needs; prepares quarterly budget forecast projections; ensures budget compliance and conformance with funding source requirements; monitors to prevent any deficits and to ensure that unaudited actual expenditures for the grant period or at year-end closing are correct.
2. Advises, assists, and trains program and school administrative unit support staff and managers involved in the monitoring, reviewing, and/or auditing of various accounting and record keeping requirements for program budgets.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

3. Develops and maintains spreadsheets and databases to document and verify expenditures, receipts, and accruals; prepares a variety of monthly, quarterly, and semi-annual reports as required.
4. Processes vendor invoices for goods, services, travel, mileage, registrations, utilities, leases, cell phones, and other operational services; reviews and interprets contact codes, education codes, lease agreements, and legal documentation to ensure compliance with all applicable legal requirements; verifies completeness, accuracy of calculations, and all required back up documentation including receipts, packing slips, authorizations for payment, and fixed asset forms; researches and resolves discrepancies; enters appropriate data into OCDE's accounting system for payment; maintains complete files on each payment transaction.
5. Analyzes and audits financial data and documents to assure accuracy, completeness, and compliance with district policies and procedures and applicable governmental regulations; reviews signed agreements for district contracts; identifies payments that are not in compliance with established policy or that are incomplete and provides notification to appropriate source; verifies that school administrative units have adequate funds to pay for goods and/or services; releases payments/registers after audit completion.
6. Assists in maintaining general ledger balances; processes daily transfer requests and audits financial documentation for accuracy; researches any discrepancies in the general ledger; creates documents to correct as necessary; assists in closing financial books at end of the fiscal year; maintains appropriate files.
7. Monitors general ledger for income contracts and agreements; works with school administrative unit staff, monitors expenditures and revenue, and assists with budget projections; runs various reports and verifies that budgets accurately represent the monetary flow of designated funding of the contract/agreement.
8. Within areas of responsibility, reviews, ensures accuracy, approves account coding, project coding, and/or other financial data; identifies and rectifies incorrect codes; informs and educates appropriate staff on correct procedures and codes; reviews and assigns appropriate budget codes for purchase requisitions, invoices, and contracts.
9. Provides accurate and timely information and assistance to internal and external customers; researches and handles daily inquiries from customers on matters related to areas of responsibility.
10. Prepares detailed statistical, financial, or operational reports as assigned.
11. Files documents and records; maintains confidentiality and security of sensitive information.

### **OTHER DUTIES**

1. Codes and processes substitute timesheets; reconciles monthly payroll reports to ensure correct budgets were posted; initiates journal entries to make payment corrections.
2. Receives checks and cash from school administrative units for Alternative Education foundation; verifies, balances, posts, audits for accuracy, and enters into accounting system; deposits funds following established procedures.
3. Trains departmental staff on appropriate procedures for processing transactions.

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**Other Duties (cont.)**

4. Attends a variety of meetings and training sessions as required.
5. Prepare and process local, state, and federal monthly, quarterly, and annual fiscal reports.

**QUALIFICATIONS****Knowledge of:**

1. OCDE policies, procedures, practices, terminology, and codes used in areas of assigned responsibility, including accounts payable and receivable, general accounting and payroll.
2. Principles and practices of budget development, analysis, and forecasting.
3. General principles and practices of grant accounting.
4. Fundamental accounting, project/cost accounting, and internal control practices and procedures.
5. Methods, practices, documents, and terminology used in processing accounting transactions for special funds, programs and grants, and related financial record keeping.
6. The operations, requirements, and codes of OCDE's financial reporting/general ledger computer system as they apply to assigned areas of responsibility.
7. Customer service practices and procedures, including telephone etiquette.

**Ability to:**

1. Set priorities and meet schedules/timelines; work independently and exercise sound judgment.
2. Understand, interpret, explain, apply, and reach sound decisions in accordance with OCDE and state accounting rules, policies, and procedures.
3. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.
4. Understand and carry out written and oral instructions.
5. Prepare clear and accurate financial records and reports.
6. Establish and maintain effective working relationships with OCDE and school district management, administrators, staff, vendors, and others encountered in the course of work.
7. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in bookkeeping or accounting or a closely related field; and at least four years of progressively responsible experience in performing financial or statistical recordkeeping; or an equivalent combination of training and experience. Experience in an educational institution or public agency is especially desirable.

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## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 20 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret complicated data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; interact with OCDE management, administrators, vendors, and others encountered in the course of work, some of whom are dissatisfied.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions and the noise level is usually quiet.