

JOB DESCRIPTION
Pleasanton Unified School District

ACCOUNT SPECIALIST

Purpose Statement:

The job of Account Specialist is done for the purpose/s of performing complex and responsible financial work; maintaining a variety of accounting/purchasing records i.e. payroll, accounts payable, SELPA, benefit purchasing etc.; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial guidance and recommendations to the assigned Administrator.

Essential Functions

- Analyzes a variety of financial information for the purpose of evaluating compliance with district and state requirement.
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records and complying with the district policies and other regulatory requirement.
- Informs personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, invoices, transfers, cash deposit, purchase orders, timesheets, applications, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors payroll functions (e.g. evaluating, monitoring.etc.) for the purpose of ensuring payroll operations are performed efficiently in a timely manner in accordance with established guidelines.
- Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Processes a wide variety of fiscal information for the purpose of updating information and/or authorizing final action in compliance with accounting/purchasing requirements.
- Processes Developer Fee payments for the purpose of ensuring the accurate collection to meet district guidelines.
- Provides technical expertise and direction to other personnel regarding accounting/purchasing issues and related activities for the purpose of conveying pertinent information to appropriate parties.
- Recommends policies, procedures and/or actions on issues that relate to accounting/purchasing functions for the purpose of providing direction and/or decision making.
- Reconciles account balances, discrepancies, etc. for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches rules and regulations that guide the use of funds, purchasing procedures, and payroll operations (e.g. FLSA, reporting requirements, budget modifications, etc.) for the purpose of ensuring the appropriate use of funds in accordance with established guidelines.
- Reviews projects (e.g. federal grants, contracts, transportation services, student projects, etc.) for the purpose of analyzing service requirements, budget parameters and/or making recommendations.
- Supervises fixed asset functions for the purpose of maintaining an accurate inventory to meet federal guidelines.
- Supervises fund and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

- Supports the assigned administrator for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; purchasing principles; and concepts of grammar and punctuation

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 20