



INTERMEDIATE ACCOUNT SPECIALIST

DEFINITION:

Under general supervision, performs routine and specialized accounting functions; prepares routine accounting reports; and does other related work as assigned.

DUTIES:

Answers routine questions, assembles, tabulates, calculates, verifies, processes and files accounting data; processes documents involved in fiscal transactions; prepares bank deposits; posts to journals and the general ledger; may assist in preparing trial balances and financial statements; may reconcile bank statements; prepares routine accounting reports such as attendance revenue, cash collections, and child nutrition, assists in preparation of federal, state and district reports; sets up and reconciles accounts receivable; prepares invoices and monitors receipts of payment; prepares financial spread sheets, as requested; updates warehouse charges; assists in generating purchase orders; encumbers all purchase orders; posts checks, balances and adjusts accounts pertaining to proper payment of invoices including encumbrances, expenditures and receipts; makes arithmetical calculations and verifies computations; operates office machines; tabulates, verifies and posts inter-program and inter-fund accounts; performs data entry, types correspondence, receives and sorts mail; performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- methods and practices of bookkeeping and financial record keeping
- operation of computer terminals and/or office equipment
- financial transaction reconciliations
- report preparation and formats
- financial and purchase record maintenance systems and procedures

Ability to

- perform moderately complex basic accounting functions
- make arithmetical calculations with speed and accuracy
- type at a new corrected speed of 40 words per minute
- apply laws, District policies, rules and regulations affecting the District accounting activities
- maintain a variety of specialized and basic records, reports and files

- understand and carry out oral and written directions
- establish and maintain cooperative working relationships
- communicate effectively with District personnel and the public

Experience:

- two years of general clerical experience with emphasis in bookkeeping or accounting preferably in a school district setting

Education:

- equivalent to the completion of the twelfth grade, preferably supplemented by additional course training in accounting or closely related field

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Range: 12.0 8/4/94