

ACCOUNTING SPECIALIST

DEFINITION

Under general supervision, performs a variety of advanced technical accounting support and administrative work develops timelines and procedures and coordinate as well as performs advanced and highly responsible payroll, benefits and accounting processing, reconciliation, verification, administration and reporting duties -~~at~~

- Assets; reviews supporting ~~23 (ay) (1) (a) - 8~~ for accuracy completeness and proper application of GASB34; interacts with District staff and vendors to correct errors and resolve discrepancies; makes changes to documents as needed; audits and adjusts source documents
- f* 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

QUALIFICATIONS

Knowledge of: Theory, principles, practices and techniques of public school and grant budget development and administration; county, state and federal law and regulations applicable to fiscally related matters; computer tools and software, particularly as related to statistical analysis, modeling, data management and manipulation; principles, practices and methods of administrative, budgetary, economic and procedural analysis; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; the County's financial system, its usage and requirements.

Ability to : Operate a personal computer and spr.0ige.001 Tw -12.988 -1.169 Td [(i)3(p)-12(l)3(es)-8( -12(t)-1( )-21( 9 -1.1