



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT

426 North Blackstone, Tulare, CA 93274



Accounting Specialist

Revised 2/24

DEFINITION

Under the direct supervision of the Accounting Supervisor, the Accounting Specialist provides general support to the business office for accounting functions including accounts payable, accounts receivable, payroll, general ledger and support for high level business processes including budgeting, auditing, financial reporting, and analysis. Provides travel support services for the district.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Provide transaction processing oversight and support of various software applications. *E*
2. Provide bank and other accounting function reconciliations. *E*
3. Provide financial analysis. *E*
4. Provide implementation and oversight of fiscal policy and procedures. *E*
5. Lead and/or support the exploration and implementation of new accounting system tools (Electronic Vendor Payments, Purchasing Cards). *E*
6. Provide implementation and oversight of accounting procedures and internal controls. *E*
7. Process journal entries and transfer of funds as requested. *E*
8. Audit payroll input including calculations, account lines, and retirement coding. *E*
9. Assist with development and implementation of District's annual budget. *E*
10. Assist with preparation for and completion of the annual audit. *E*
11. Lead and train office staff with regular duties and assist as needed. *E*
12. Audit and finalize purchase orders, including posting to paperless archive system. *E*
13. Act as the single point of contact for all travel. *E*
14. Facilitate professional, accurate, cost-effective travel arrangements, including registration, hotels, transportation, and requested activities. *E*
15. Book travel and accommodations for staff and students according to established guidelines, policies, and procedures. *E*
16. Provide information to administrators and staff regarding final arrangements and prepare requested reports. *E*
17. Accurately maintain and appropriately secure confidential records. *E*
18. Operate and troubleshoot standard office machinery. *E*
19. Coordinate maintenance and supply inventory. *E*
20. Maintain appropriate certifications and training hours as required. *E*
21. Comply with all applicable District, state, local and federal laws, rules, and regulations. *E*
22. Serve on District committees and councils as directed. *E*
23. Serve as Notary Public for District. *E*
24. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

Bachelor's degree in Accounting, Finance or related field strongly preferred; equivalent combination of education and experience considered.

Licenses and Other Requirements

Notary Public Certification or willing to acquire

Certificates, Licenses, Registrations: Certificates as determined by the District including a valid California Driver's License

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

KNOWLEDGE AND ABILITIES

Knowledge of

1. Knowledge of Generally Accepted Accounting Principles.
2. Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit.

Ability to

1. Language Skills: Ability to communicate verbally and in writing in English. Ability to communicate fluently in Spanish preferred. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
2. Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to create and interpret graphs.
3. Computer Skills: High level of computer proficiency and ability to use database software, accounting software, email, spreadsheets and word processing software including but not limited to MS Word, Access and Excel. Ability to type accurately and proficiently.
4. Other Skills and Abilities: Ability to appropriately communicate with staff, students, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
5. Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

1. Indoor office environment.

Physical Demands

1. Clarity of vision at varying distances to read, review, and assure accuracy of financial statements and reports
2. Dexterity of hands and fingers to operate a variety of standard office equipment.
3. Sitting for extended periods of time.
4. Occasional bending.
5. Pushing, moving, and lifting objects with a strength factor of light work.
6. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.

SALARY

Salary Range	17
Work Days	260
Reports To	Accounting Supervisor
Overtime	Non-Exempt