



## Littleton Elementary School District Position Description

**TITLE: Accounting Specialist, Senior**

**CLASSIFICATION: Non-Exempt**

**GENERAL STATEMENT OF RESPONSIBILITIES:** To perform a variety of technical accounting functions; to maintain transaction records and journals, and process accounting documents.

**PRINCIPAL DUTIES: (essential functions)**

- Processes accounting and financial documents and transactions in compliance with all applicable rules, regulations and District policy and procedures.
- Receives, verifies and enters payments, invoices, purchase orders, special fund transactions, and other data into the computer tracking systems.
- Prepares journal entries and corrections, balances accounts, and tracks funds.
- Manages special fund accounts, including grant programs and fixed assets; updates and maintains statistical information, reports and related documents.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork; receives, verifies and enters payments, invoices, purchase orders, requisitions, receipts, and other data into the computer tracking systems.
- Maintains financial records and associated filing systems; enters data into computer systems; verifies coding, processes transactions, updates accounts, compiles documentation, and generates reports.
- Reviews and validates data; maintains additional accounting records as needed.
- Verifies receipts and reconciles cash deposits; balances daily cash receipts with journal entries; transfers funds as authorized; prepares and submits cash management reports.
- Monitors budget and expenditures.
- Responds to questions and resolves accounting issues within scope of authority.
- Assists staff and vendors, and answers inquiries about accounting services, programs and records; explains rules, policies, and procedures; provides information within the scope of authority.
- Updates, maintains and organizes electronic and paper files, records, reports and documents.
- Maintains the absolute confidentiality of all records and information.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.  
Knowledge of financial accounting and budgeting principles and methods.  
Knowledge of principles of Public Sector fund accounting, grants accounting and fixed assets.  
Knowledge of the principles of record keeping and records management.  
Knowledge of business and personal computers, and spreadsheet software applications.  
Knowledge of general office processes and procedures, including payroll administration.  
Knowledge of safe work practices.

Skill in maintaining and balancing financial records, ledgers and accounts.  
Skill in entering numerical and technical information into a computer system with speed and accuracy.  
Skill in maintaining accurate and interrelated financial and technical records.  
Skill in performing technical accounting work and mathematical calculations.  
Skill in operating personal computer utilizing standard and specialized software.  
Skill in establishing and maintaining effective relationships with co-workers.  
Skill in effective communication, both verbal and written.

**PHYSICAL REQUIREMENTS:** Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent; AND three (3) year's technical accounting and computer work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

**REQUIRED LICENSE/CERTIFICATION:** None.

**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_