



Littleton Elementary School District Position Description

TITLE: Accounting Specialist

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform a variety of clerical accounting functions; to maintain records and files, and process documents and transactions.

PRINCIPAL DUTIES: (essential functions)

- Processes accounting and financial documents and transactions in compliance with all applicable rules, regulations and procedures.
- 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; may provide cashiering services; maintains additional accounting and technical transaction records as needed.
- Monitors budget and expenditures and processes accounts payable.
- 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.
- May maintain basic inventory and order office supplies as needed.
- May perform data entry and file maintenance for time sheets and related payroll documents.
- Updates, maintains and organizes electronic and paper files, records, reports and documents.
- Updates and maintains statistical information, reports and related 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 bookkeeping and budgeting principles and methods.
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 customer service techniques.
Knowledge of safe work practices.

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 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 one (1) year of bookkeeping and computer work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver’s License.

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: _____