

## **Accounting and Data Support Specialist**

### **Purpose Statement**

The job of Accounting and Data Support Specialist is done for the purpose/s of providing technical expertise and advisory services to San Diego County Offices, school districts, charter schools and community colleges with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and supervises/evaluates the performance of assigned staff members.

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### **Essential Functions**

- Assists in the analysis of current systems and applications for the purpose of providing input to the manager in the design of new system functions/features or propose changes to existing functions based on client needs.
- Assists the manager in regards to auditors (e.g. coordinates receipt of audit reports and confer with State Department of Education and external audits, etc.) for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Communicates and provides technical expertise (e.g. Software Application Services regarding: reporting generation, financial accounting systems, and banking system requirements for Financial Services, etc.) for the purpose of providing required documentation and/or processing information.
- Develops bulletins, reports and letters for the purpose of communicating with all levels of county and district staff concerns for financial accounting, reporting and systems utilization issues.
- Maintains a wide variety of information, files and records (e.g. technical and functional systems, training manuals for internal and school district management, current knowledge of federal, state, and local laws as it relates to financial accounting and reporting, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity (e.g. with The Financial Accounting & Data Support Manager for school districts, charter schools and community colleges, FIS, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed, cash management.
- Oversees the accounting process to resolve school district audit findings. (e.g. provide technical guidance to school districts, etc.) for the purpose of maintaining accurate information and ensuring compliance with established practices.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. technical and functional system manuals and training manuals, etc.) for the purpose of conveying and/or gathering information required to perform financial and statistical reports.
- Prepares technical and functional systems information reports for the purpose of ensuring accuracy and adhering to established procedures and processes.
- Prepares a wide variety of financial/reporting information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.

- Prepares a wide variety of written materials and electronic financial information (e.g. for internal staff, districts, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Recommends policies, procedures and/or actions on issues that relate to financial reporting, financial accounting, school finance and systems utilization functions for the purpose of providing direction and/or decision making.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, county offices, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records; analyzing data; auditing financial reports; classifying data and/or information; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; keyboarding; office application software.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities; accuracy and attention to detail; communicating with diverse groups; working as part of a team; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelor’s degree in job-related area.

Equivalency:

Required Testing

Certificates

Driver’s License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Non-Exempt

Salary Range: Classified Management, Grade 38

**Personnel Commission Approved: October 19, 2016**