

## **Fairfield Public Schools**

**Title:** Accounting Specialist

**Job Purpose Statement:** Assists in control of the accounting functions of the school system in budget preparation and management, establishment and monitoring of grant accounts, and administratively reviewing a variety of accounting and bookkeeping procedures including accounts payable, accounts receivable and cash management, payroll and pension calculations.

**Supervision Received:** Works under the general supervision of the Business Systems Analyst and Accounting Coordinator. Works independently using own initiative, establishing task priorities, and performs special assignments for supervisors in developing financial information.

**Supervision Exercised:** Provides task supervision related to finance office functions to secretarial and clerical staff district-wide as needed.

### **Essential Job Functions:**

Performs various accounting and bookkeeping functions in a variety of computer surroundings. Provides extensive hands-on support for a diversity of fiscal functions by utilizing spreadsheets, data base and preprogrammed computer operations. Assists in preparation and monitoring of annual budget. Compiles and coordinates data. Calculates and performs end-of month financial statement transfers and adjustments. Assists departments in resolving discrepancies in their budget accounts. Keeps supervisor informed of status of accounts.

Monitors expenditures of federal, state and internal grants, and prepares and submits required financial reports. Maintains account balances and projects funding availability based on department activity. Provides cash management, cash receipts and other financial monthly reports. Performs liaison duties in compiling and coordinating data for review by external auditors.

Prepares special education and other invoices as required. Deposits tuition payments, summer school fees and other billings, collections and revenue. Responsible for preparing bank reconciliation's, issuing checks, and assisting other departments with student activity accounts and other banking related issues.

Reviews all payroll salary and pension calculations, time sheets, pay rate and deduction settings prior to payroll being processed. On a backup basis performs all facets of payroll operations including, but not limited to, salary calculations, paycheck production/distribution, and payroll balancing.

### **Incidental Job Functions:**

Enters and retrieves data in an automated accounting system. As assigned, sets up and maintains Special Accounts or financial systems for various funds. Recommends systematic changes to improve accounting performance.

Answers school inquiries on financial and bookkeeping matters. Responds to questions concerning purchase orders, and resolves problems related to billings, collections, etc. Performs other related duties as directed.

**Knowledge, Skills and Abilities:** Excellent knowledge of municipal accounting principles and methods and ability to apply and adapt established methods to varied accounting transactions. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately. Ability to interpret financial statements and to prepare complete and accurate accounting reports and statements of some complexity. Have demonstrated competency in preparing, interpreting and analyzing data in a spreadsheet environment. Ability to respect confidentiality of privileged information. Working knowledge of modern office equipment, practices, and procedures. Ability to establish effective working relationships with other employees and the outside vendors. Ability to write financial reports.

**Minimum Qualifications Required:** An Associate's degree in accounting or business administration or its equivalent, and at least three years experience in municipal accounting and computer operations; or, the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

**Physical Exertion/Environmental Conditions:** Performs duties in an office environment. Routinely and regularly exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting deadlines and compilation of application for grants and completion of various reports .

The job of Accounting Specialist consists of a variety of accounting functions in support of business operations and fiscal services, including payroll procedures for Fairfield Public Schools. This highly responsible position requires excellent organizational abilities, independent judgment as well as responsibility for the outcome of the work assignment.

7/1/97

Revised 4/17/98

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