

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, independently perform a variety of complex and technical accounting and related duties specializing in the collection, receipt, disbursement, and reconciliation of large sums of money for the District; deposit and accounting of registration and related fees.

REPRESENTATIVE DUTIES:

Oversee the District-wide collection, deposit and accounting of fees, fines, and receipts; receive, count and reconcile cash.

Distribute payroll, expense reimbursements and financial aid checks to students and staff; issue petty cash disbursements.

Issue cash banks for special events and student functions according to District procedures; receive, verify and balance monies from cash banks and reconcile deposits.

Collect and receipt checks and cash payments to the District; determine appropriate budget codes and reconcile receipts; accept and receive deposits and payments in a variety of sources.

Collect and reconcile payments from and for other departments such as child care, parking, foundation and instructional programs.

Obtain required authorizations and ensure accurate recording of financial transactions. (E)

Collect, count and reconcile monies collected and prepare bank deposits according to established procedures. (E)

Research, follow-up and resolve problems related to the collection of deposits, payments and receipts. (E)

Enter collections into automated cash receipts system; run related reports; verify cash received to reports; make corrections to cash receipts system as needed; resolve or report system problems. (E)

Provide a variety of information to students and staff regarding the collection and accounting of monies received.

Process returned checks according to District policy, including collection efforts.

Operate assigned office equipment including computer, calculator and others.

Train and provide work direction to assigned staff.

Perform related duties as assigned.

KNOWLEDGE OF:

District organization, operations, policies and objectives
Oral and written communication skills
Operation of a computer and related equipment
Modern office practices and procedures
Methods and policies of receiving, accounting for and releasing large sums of money
Financial and statistical record keeping
Laws relating to collection procedures, checks and other demand negotiable instruments

ABILITY TO:

Maintain accurate financial and statistical records
Read and understand statements
Meet schedules and timelines
Process charges and review for completeness and accuracy
Plan and organize work
Make arithmetical computations and tabulations with speed and accuracy
Interpret and apply District policies and procedures
Understand oral and written instructions
Work independently with little direction
Train and provide work direction to others
Maintain records and prepare reports
Work confidentially with discretion

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associate's degree in a related field and two years of increasingly responsible experience in financial record keeping work involving the receipt, disbursement and accounting for large sums of money.

ENVIRONMENT:

Typical office environment
Driving a vehicle to conduct work
Evening or variable hours

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations
Seeing to read a variety of materials
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Lifting light objects