



# IRVINE UNIFIED SCHOOL DISTRICT

## SPECIALIST I-ACCOUNTING

### DEFINITION:

Under the supervision of the Assistant Director- Fiscal Services, provides support for district budget development for special projects, grants, and entitlements; oversees administration and reporting of categorical programs; validates and documents compliance of grants and entitlements; prepares budget, revenue and expenditure analysis, and assists with the development of grant and entitlement proposals; performs professional accounting, budgeting and financial functions on all matters relating to categorical programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in preparation of the Consolidated Application for Categorical Funding; researches and collects data, confers with principals and administrators about program design; updates application in response to State directives.
- Forecasts revenue and expenses trends; assures expenditures remain within budget limits and in accordance with established requirements.
- Assists with development and management of categorical programs including grant & entitlements with appropriate personnel to set up budget categories; creates and maintains spreadsheets to monitor budget expenditures; reviews and verifies available funds.
- Creates journal entries and budget adjustments.
- Prepares budget adjustments to assure budgets are in agreement with award documents.
- Coordinates with principals and administrators about the status of site categorical funding accounts.
- Reviews, updates and maintains position control for personnel funded by categorical programs.
- Monitors time accounting for multi-funded positions by collecting required documentation that verifies services specified in designated programs.
- Assists in management of district categorical programs by setting up budget categories according to award specifications and communicating budget status in a timely manner to appropriate personnel.
- Maintains documentation to support program reimbursements.
- Manages all aspects of the categorical process during the fiscal year and the fiscal year-end closing process.
- Prepares and maintains various accounting related spreadsheets.
- Balances assigned accounts and prepares monthly account reconciliations.
- Posts/enters data, verifies input/output, researches discrepancies and corrects as necessary.
- Attends appropriate meetings, seminars, and conferences applicable to job requirements.
- Performs other duties and assume other responsibilities as may be assigned.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- General accounting principles, practices, procedures and methods.
- Basic accounting terms and procedures.
- Computer application programs for accounting, databases and word processing.
- Applicable state/federal laws, District policies and regulations governing school districts.
- Preparation of financial statements and comprehensive accounting reports.
- Accounting functions of categorical programs.
- Financial and statistical analysis techniques and principles.
- Basic methods, procedures and practices of financial and statistical record keeping.
- Basic research data collection procedures and composition techniques.
- Modern office practices, procedures, methods, and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

- **Interpersonal skills including tact, patience and courtesy.**

**Ability to:**

- **Communicate and work effectively with others.**
- **Perform complex accounting tasks that involve the exercise of independent judgement.**
- **Understand and interpret a wide variety of policies, laws, rules and regulations.**
- **Work with a high level of independence and with little direct supervision.**
- **Organize and prioritize work and adhere to established deadlines.**
- **Understand, speak, read and write English at a level sufficient to perform required duties.**
- **Generate comprehensive written reports involving complex data in a proficient manner.**
- **Operate a computer and assigned software to enter data, maintain records and generate reports.**
- **Evaluate and project annual income and expenditures to determine budget requirements.**
- **Maintain accurate financial and statistical records.**
- **Analyze financial data and prepare reports, forecasts and recommendations.**
- **Work independently with little direction.**
- **Meet schedules and time lines.**
- **Plan and organize work.**
- **Communicate effectively both orally and in writing.**
- **Establish and maintain cooperative and effective working relationships with others.**

**EDUCATION/EXPERIENCE:**

**Any combination equivalent to: bachelor's degree in accounting, finance or related field and two years accounting experience.**

**PHYSICAL DEMANDS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Hearing and speaking to exchange information in person or on the telephone.**
- **Sitting for extended periods of time.**
- **Bending the waist, kneeling or crouching to file and retrieve materials.**
- **Lifting, carrying, pushing or pulling objects up to 25 pounds.**
- **Seeing to read a variety of materials.**

**WORK ENVIRONMENT:**

**Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.**

**Previously Revised: 06/2017**