



## SPECIALIST-MAINTENANCE & MATERIALS

### DEFINITION:

Under the supervision of the Director-Maintenance & Operations, performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts in support of the Maintenance & Operations department; performs specialized administrative and purchasing tasks; maintains, audits and reconciles assigned budgets and accounts; prepares, maintains and assures accuracy of various financial records and reports.

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

- Performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provides technical accounting support for various accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; audits accounts for errors and make appropriate adjustments.
- Maintains, audits and reconciles assigned accounts and budgets for a variety of cost centers; assembles, matches, sorts, tabulates, checks and posts a variety of financial and statistical data including income and expenditures; balances and adjusts accounts.
- Prepares, tracks and submits purchase orders and work orders as assigned; operates computer based purchase order systems, work order systems, inputs purchasing data, validates account numbers, tracks documents and assures continuity of purchase, receipt and payment actions.
- Prepares invoices for payment; verifies invoices and match with purchase orders; issues and distributes accurate payments to purchase orders as directed.
- Initiates, receives, reviews and processes purchase requisitions in support of maintenance and operations materials and supply inventories, special purchase of equipment and supplies, and repair projects.
- Inputs a variety of financial and statistical data into an assigned computer system; maintains various automated records and files; initiates queries, manipulates data, develops spreadsheets and generates a variety of computerized reports and statements; assures accuracy of input and output data.
- Researches, compiles, prepares and revises financial data related to assigned accounts and activities; prepares and maintains a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities.
- Maintains contact with vendors to modify and clarify invoices and resolve discrepancies as required; follows-up on purchase orders, invoices, warrants and payments as needed; processes and issues payments to reimbursement claims as assigned.
- Processes accounts receivable as assigned; reconciles cash accounts; receives, verifies and processes cash deposits/receipts; checks money totals against receipts and invoices to assure accuracy; prepares invoices and arranges for billings as directed.
- Processes and evaluates various forms and applications as assigned; compares and reconciles forms, statements, records, reports and other financial documents; identifies errors and resolves discrepancies; initiates account transfers as needed.
- Compiles, researches and evaluates a variety fiscal information related to assigned functions; assembles and distributes related materials; assures mandated reports are submitted to appropriate agencies according to established time lines.
- Monitors and evaluates designated department budgetary records and data as assigned; monitors funds for income and expenditures; calculates, prepares and revises budgetary data.
- Communicates with personnel, vendors and outside agencies to exchange information and resolve issues or concerns.
- Updates and maintains various records and reports related to assigned duties.
- Operates a variety of office equipment including a calculator, copier, scanner, computer and assigned software.

- Performs various clerical duties in support of assigned functions as required; answers and responds to telephone calls and inquiries regarding purchasing, contracting and sources of supply for materials and services; sends and receives emails; prepares routine correspondence; duplicate and distribute materials.
- Attends meetings related to assigned activities as needed.

**QUALIFICATIONS GUIDE****Knowledge of:**

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Modern purchasing and storage procedures, including: receiving, inspecting, storing and distributing materials.
- Principles, practices and legal requirements of public or school district purchasing.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Applicable reporting timelines for government and city programs grants.
- Applicable insurance requirements, retention withholdings and notice of completion time limits.
- Department of Industrial relations rules, regulations, reporting and bid limits related to assigned duties.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

**Ability to:**

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Prepares, processes, tracks and submits purchase orders and work orders.
- Monitor and audit income and expenditures.
- Monitor and review budgetary information.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Perform arithmetic calculations quickly and accurately.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and two years clerical accounting experience including basic knowledge of funding systems.

**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.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

**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.

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