

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: ACCOUNTING SPECIALIST, EARLY CHILDHOOD/AFTER SCHOOL PROGRAMS**

#### **BASIC FUNCTION:**

Under direction of the Director of Early Childhood/After School Programs, perform day-to-day and specialized accounting and financial analysis functions; participate in the development, maintenance and control of the District Early Childhood/After School Programs budget and financial operations; in accordance with school district policies and in compliance with state and federal regulations and those outlined by the licensing agency.

#### **REPRESENTATIVE DUTIES:**

- Assists the Director of Early Childhood/After School Programs with various office functions, including the development, analysis, and preparation of the Early Childhood/After School Programs budget to remain a self-sustaining entity.
- Oversee, coordinate, organize and perform the day-to-day financial accounting functions for the DMUSD Early Childhood/After School Programs; monitor Program budget and communicate concerns to Director; initiate budget transfers; perform year end closing activities; analyze department operations to develop and recommend more efficient and effective methods, systems and flow of work.
- Perform professional accounting work assuring proper financial controls and practices in conjunction with accepted accounting principles.
- Compile data, develop spreadsheets, analyze results, and balance books and family ledgers for registration and billing.
- Generate and distribute all monthly Early Childhood/After School Program bills; process payments for services; receive and deposit incoming monies; verify proper payment has been received; reconcile deposits and accounts receivable; confirm with District office deposit totals match department records.
- Prepares routine accounting reports: cash collections, assists in preparation of federal, state and district reports, including those mandated by the licensing agency.
- Manage Program registration and billing process; prepare enrollment forms; assist parents with proper completion of forms; process the withdrawal of students from the Early Childhood/After School Programs and refunds as necessary; complete required forms.
- Review customer contact records including, changes to accounts such as emergency, contact, medical/allergy alerts, and authorized pickup information; monitor account information to ensure accuracy and completeness.
- Perform financial record keeping operations related to the Early Childhood/After School Programs accounting and record keeping systems and procedures; develop spreadsheets for budgets, variance analysis, other financial analysis functions and make adjustments as appropriate; produce a variety of reports; assemble, tabulate, calculate, verify, process and file accounting data.
- Monitor payment records; issue late payment notifications; notify parents/guardians and Director of delinquent payment by phone or letter; assist Director of Early Childhood/After School Programs with referral of delinquent accounts to collection agency as appropriate.
- Prepare and monitor Early Childhood/After School Programs requisitions, purchase orders, invoices, and delinquent accounts for vendors and enrichment contractors.

- Analyze accounts, attendance reports, data processing input and output, and other financial reports and data to identify and correct discrepancies, and assess late fees or additional charges.
- Monitor accounts payable; process required forms; review and code expenditures; audit purchase orders and requests for appropriateness and accuracy; ensure order is processed; resolve purchasing problems including follow up with vendors.
- Respond to inquiries from parents, the District, and other agencies regarding the Early Childhood/After School Programs.
- Complete and send, as requested, Flex Account forms.
- Perform data entry; operate office machines; prepare and type correspondence; make arithmetic calculations.
- Provide for the proper collection and accountability of monies received; makes arithmetic calculations and verifies computations, prepares invoices and monitors receipts of payment.
- Works collaboratively with Business Services and District personnel.
- Train and provide work direction to office staff as needed; provide input during performance evaluations as requested.
- Perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF**

- Policies, procedures, principles and practices used in professional accounting and auditing work.
- Methods and practices of school district accounting procedures.
- Applicable laws, codes, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Financial analysis and research procedures.
- Financial and purchasing record maintenance systems and procedures.
- Financial and statistical record-keeping techniques.
- Data processing techniques and practices.
- Operation of a computer and assigned software including Microsoft Office.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

- Perform professional accounting and technical work involved in the preparation and maintenance of Early Childhood/After School Programs financial records.
- Analyze and resolve problems and draw accurate conclusions.
- Maintain a variety of specialized and basic records, reports and files.
- Prepare comprehensive narrative and statistical reports.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office machines including, but not limited to, calculator, facsimile, photocopier and printer.
- Operate a computer and related software including Microsoft Office, Early Childhood/After School Programs accounting software and applications.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little supervision.
- Meet schedules and deadlines.
- Plan and organize work.
- Work confidently with discretion.
- Meet schedules and deadlines.
- Work independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Establish and maintain effective working relationships.
- Communicate effectively, both oral and written.
- Understand and follow oral and written directions.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by advanced training and course work in accounting or bookkeeping and five years accounting experience maintaining automated financial and statistical records; school district experience is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Busy office environment with frequent interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file and retrieve materials
- Sitting for extended periods of time

**HAZARDS:**

- Exposure to communicable diseases.

**TERMS OF EMPLOYMENT:**

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 32.