

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: ACCOUNTING SPECIALIST

### BASIC FUNCTION:

Under the direction of an area administrator, perform various accounting duties to support District accounting and coordinate functions of Mandated Cost Programs; perform back-up duties for Accounting Technician II for the preparation of financial aid checks; provide specialized support and public assistance for various units within assigned department; train and provide work direction to assigned hourly or office staff.

### DISTINGUISHING CHARACTERISTICS:

This position performs complex and technical financial and District reporting duties related to a variety of District accounting and mandated cost reporting functions.

### REPRESENTATIVE DUTIES:

Coordinate reporting of mandated costs to the Office of the State Controller. Coordinate Collection of monthly claim information and the management of the District claims to be reported to the state. Develop and improve reporting function. *E*

Analyze mandates and determine which departments need to report. *E*

Collect data, personnel pay rates, staff timekeeping, and miscellaneous bargaining units reporting hours. *E*

Schedule meetings and interviews, and train personnel in collection of data. *E*

Report and analyze productive hourly rates, units of time, and legal documentation regarding individual mandates to report to the state. *E*

Compile data to collect reimbursable income from the state. *E*

Analyze reporting data, time studies, claimable costs, indirect cost rates, District claim processing, and claim payment process. Develop and improve reporting function. *E*

Encumber District payroll for certificated, hourly, short term employees, special assignment, substitutes, professional experts, student and hourly workers to set aside funds for payroll. Monitor budgets and expenses to assure expenditures do not exceed budgeted amounts. Approve expenditure as administrative representative under the direction of the Director of Fiscal Services. *E*

Serve as back-up for processing of financial aid checks. Coordinate with the Financial Aid department, Accounting Tech II and local bank to ensure funds are available and disbursement is accurate.

## Accounting Specialist - Continued

Provide back-up to the Bursar's office during peak business periods, collecting fees, answering questions, reviewing student accounts.  
Prepare checks and maintain revolving cash fund account for campus wide use; track available cash-flow in funds. *E*

Distribute and disburse revolving cash and petty cash funds; process reimbursement to revolving cash funds; ensure expenses are within State and District guidelines and policies. *E*

Create Board certifications based upon minutes from monthly board meetings. *E*

Create and process the 1099 report at year end according to IRS guidelines; coordinate with payroll to collect payment information and taxpayer ID numbers/Employer ID numbers; analyze data to submit to IRS; create report to send to San Bernardino County Superintendent of Schools (SBCSS) for creation and disbursement of 1099's. *E*

Identify, create and report information (recorded as "income") to the State of CA for Independent Contractor reporting. Compile contract, vendor, and payment information. *E*

Prepare and maintain a variety of accounting –related records and reports to assure compliance with the Education Codes and District, Federal and State requirements. (1099 and Independent Contractor, Revolving Cash, Petty Cash, Payroll encumbering, financial activity reports for campus when needed)

Operate a variety of office equipment including a computer and applicable software, and calculators.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods, procedures and terminology used in clerical accounting work.  
Accounting practices, procedures and terminology.  
Technical aspects of assigned accounting responsibilities.  
Techniques of utilizing related accounting clerical software.  
Laws, rules and regulations concerning assigned clerical accounting activities.  
Principles of training and providing work direction.  
Preparation, review and control of assigned accounts.  
General accounting, budget and business functions of a community college.  
Operation of a computer terminal and data entry techniques.  
Modern office practices, procedures and equipment.

#### **ABILITY TO:**

Perform various accounting and coordination duties to support the District accounting and mandated cost reporting.

## Accounting Specialist - Continued

Assure compliance with applicable District policies, procedures and governmental regulations.

Process and record accounting transactions properly.

Compile and verify data and prepare reports.

Reconcile, balance and audit assigned accounts.

Work independently with little direction.

Operate a variety of office equipment including a computer and applicable software, calculators and cash registers.

Maintain records and files.

Train and provide work direction to others.

Establish and maintain effective and cooperative working relationships with others, including those from diverse academic, socioeconomic, cultural, and ethnic backgrounds and individuals with disabilities.

### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting, bookkeeping or closely related field and three years increasingly responsible experience in financial, accounting, and statistical record-keeping.

### WORK ENVIRONMENT:

#### *Disclosure:*

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. The work environmental 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.

#### *Normal Office Environment:*

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk, lift, carry, push, or pull up to 15 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

Office environment; subject to constant interruptions.

Position requires viewing a computer monitor for extended periods of times, reaching to maintain files, bending, and standing or sitting for long periods of time.

Incumbents are exposed to occasional contact with dissatisfied or abusive individuals.