



Job Classification Description

ACCOUNTING SPECIALIST II/CCV Non Bargaining Unit

**Grade 8
Non-Exempt**

BASIC FUNCTION

To perform a variety of clerical and technical bookkeeping and accounting tasks, which include moderately complex and sensitive liaison functions with students, parents or others; and/or moderately complex account maintenance and report generation functions.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate/carry out accounts payable accounting tasks: review and match up requisitions and invoices;
- Prepare invoices for payment; enter all invoice and reimbursement amounts into computer system; check invoice edits and correct errors;
- Print checks to pay invoices and reimbursements weekly; prepare manual checks for urgent matters as needed; route all checks with corresponding invoices to supervisor for verification; process interdepartmental charges;
- Contact appropriate staff or outside vendors/contractors regarding questions or discrepancies, referring unusual problems to supervisor; research questions regarding invoices for department personnel;
- Perform regular monthly accounts payable reconciliation and general ledger posting; file paid invoices; process travel advances; record voided checks on computer and bankbook register, and adjust totals.
- Perform a full range of student accounts receivables functions, serving as principal Business Office liaison with students: prepare and mail student bills;
- Receive, verify and process payments; post billing adjustments to student accounts; clear students for pre-registration, registration, transcript release, and graduation; initiate deferred payment plans, verify timely payments, notify senior staff of delinquencies;
- Carry out/assist with the billing of overdue student accounts and preparation of accounts for collection; prepare/assist in preparing a variety of regular and special reports related to student accounts;
- Answer a wide variety of questions from students and parents concerning bills, referring unusual problems/questions to senior staff as needed;
- Research student account problems, conferring as needed with financial aid and registrar's staff, faculty, students, parents.

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- Assist and back up other accounting staff as needed with a variety of accounting tasks, such as data entry, compiling data for special reports, and the like.
- Perform a variety of general clerical tasks for the accounting office, such as sorting and distributing mail, answering phones, general typing, photocopying, ordering supplies, and the like.
- Assist on various special projects.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Moderate supervision is received from the Assistant Business Manager, Business Manager or other senior staff member.

MINIMUM QUALIFICATIONS

Associate's degree in accounting or other appropriate discipline, plus one to two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Basic knowledge of and skills in general accounting/bookkeeping principles and procedures.
- Good math and basic analytical/problem-solving skills.
- Some relevant training/experience with data entry and information retrieval from computerized information systems desirable.
- Good typing, filing and other general office skills.
- Ability to deal with vendors, faculty, staff, students, parents, and others in a courteous, efficient and authoritative manner, including ability to effectively handle difficult account discussions.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.