



## Job Classification Description

### **ACCOUNTING SPECIALIST III/CCV Non-Bargaining Unit**

**Grade 9  
Non-Exempt**

#### **BASIC FUNCTION**

To coordinate/oversee and carry out a variety of technical/specialized bookkeeping and accounting tasks related to a primary accounting system or function, such as student accounts receivable.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate, supervise and assist with daily accounts receivable operations for the college, including: preparing and mailing student bills; receiving, verifying and processing payments; posting billing adjustments to student accounts;
- Clearing students for pre-registration, registration, transcript release, and graduation; initiating deferred payment plans, verifying timely payments, and notifying senior staff of delinquencies; billing overdue student accounts and preparing accounts for collection;
- Preparing a variety of regular and special reports related to student accounts; answering a wide variety of questions from students and parents concerning bills, referring unusual problems/questions to senior staff as needed;
- Researching student account problems, conferring as needed with financial aid and registrar's staff, faculty, students, parents;
- Performing/assisting with weekly, monthly, semester, and year-end student accounts reconciliation, balancing and auditing.
- Coordinate, supervise and assist as needed with accounts payable accounting functions, including: reviewing requisitions and invoices;
- Preparing invoices for payment; entering invoice and reimbursement amounts into computer system;
- Printing or drafting checks to pay invoices and reimbursements weekly; processing interdepartmental charges;
- Contacting appropriate staff or outside vendors/contractors regarding questions or discrepancies, referring unusual problems to supervisor;
- Researching questions regarding invoices for department personnel; performing regular monthly accounts payable reconciliation and general ledger posting;

## Accounting Specialist III/CCV, continued

- Supervise one or more accounting staff: assist in interviewing and hiring; train new employees; assign, monitor and review work; assist with difficult or unusual tasks or problems; assist in evaluating job performance.
- Participate in planning college operating policies and procedures associated with assigned accounting function.
- Play a key role in planning, coordinating and troubleshooting problems with computerized accounting systems/files.
- Coordinate/carry out various special projects.
- Perform related duties as assigned.

### **SUPERVISION RECEIVED**

Minimal supervision is received from the Assistant Business Manager or Business Manager.

### **SUPERVISION EXERCISED**

Functional and partial administrative supervision of one or more employees.

### **MINIMUM QUALIFICATIONS**

Associates degree in accounting or other appropriate discipline, plus three to five years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good knowledge of and skills in general accounting/bookkeeping principles and procedures, with some experience directly relevant to the specific position (e.g., student accounts, accounts payable) desirable.
- Strong math and analytical/problem-solving skills.
- Relevant training/experience with data entry and information retrieval from computerized information systems.
- Good typing, filing and other general office skills.
- Good basic supervisory and administrative 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.**