



POSITION DESCRIPTION

JOB TITLE: Accounting Specialist Job Class: 2506		
DATE	DEPARTMENT OR SCHOOL Accounting	DIVISION Finance and Operations
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Performs any of the following functions: Generally Accepted Accounting Principles (GAAP) basis financial reporting, general ledger accounting, contract administration, categorical accounting, accounts payable, cash management, school accounting and information systems. Ensures the integrity of financial records. Identifies and informs supervisor of all material operational and financial matters. Implements and maintains effective financial controls.		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Performs in accordance with professional care and due diligence standards of the accounting industry various tasks assigned to the general accounting area to include: GAAP basis financial reporting, regulatory financial reporting, general ledger accounting, contract administration and compliance, categorical accounting, accounts payable, cash management, cost accounting, school accounting, financial information systems implementation, and special projects.
2. Stays abreast of accounting pronouncements, practices and trends. Maintains and in-depth familiarity of GAAP to effectively participate in dialogue with peers, supervisors, senior management, auditors (internal and external) and other financial staff. Applies GAAP in the performance of assigned responsibilities.
3. Identifies technical accounting issues, researches accounting reference materials, identifies alternative accounting treatments and recommends specific GAAP to be applied with full documentation for management review and audit purposes.
4. Assumes supervisory responsibility for assigned general accounting functions, projects and processes. Supervises assigned staff, identifies work and control objectives and procedures to be performed. Sets due dates and maintains a current to do list of assigned responsibilities.
5. Reviews and evaluates final work product, trains staff and evaluates performance. Reviews procedures for appropriateness, monitors workflow and identifies opportunities to streamline or automate processes.

6. Assumes ownership of financial controls in assigned areas and monitors controls for effectiveness and improvement; alerts management as appropriate, evaluates areas for new financial controls that may be necessary and fully documents all controls.
7. Isolates unusual transactions, reviews and makes proper notations. Evaluates unusual transactions for an emerging pattern or a change in operating conditions. Follows up by appropriately adjusting controls and procedures.
8. Reviews unusual transactions for appropriateness and makes proper notations. Evaluates transactions for patterns or changes in operating conditions and follows up with necessary changes to internal controls and procedures.
9. Assumes system administration responsibilities for assigned financial systems and sub-systems. Maintains a thorough knowledge of financial systems technology to participate in the planning, design and implementation of the Department's financial information systems. Interacts with the Department of Technology and with vendors to facilitate the maintenance, improvement and implementation of planned or existing financial systems.
10. Populates tables, maintains charts of accounts, creates reports and computer screens, performs queries and other functions necessary to properly maintain financial systems in a mainframe, client/server and PC operations environment.
11. Proactively informs management of all material operational and financial matters or changes related to budgets, estimates, fiscal studies, actual expenditures, revenue and expenditure forecasts, pro forma statements, processes, policies and procedures.
12. Participates in the preparation of GAAP basis financial reporting including footnotes, required disclosures, account analysis, work paper documentation and interaction with auditors.
13. Adheres to district accounting policy with an emphasis on maintaining the integrity of accounting record sand reports. Monitors expenditures against current annual budget to include analyzing accounts to ensure proper recording. Prepares revenue estimates and expenditure projections as directed.
14. Produces well-documented, quality work products and works effectively under pressure and tight timelines.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision, works from broad objectives.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees budget control assistants ad clerical staff.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Accounting from an accredited college or university or five-plus years progressive experience in governmental accounting, budgeting or auditing. CPA certification is required. A Master's degree is desired.

Experience Requirements

Previous MPS, school district or public sector experience is desired.

Knowledge, Skills, and Abilities

Knowledge of public policy principles and practices is required. Effective research and analytical skills, including the ability to analyze complex issues and formulate recommendations for action. Excellent oral and written communications skills are required. Must be able to work independently, taking tasks through to completion. Must be comfortable with all levels of staff and be able to establish relationships with a diverse group of individuals. Must be able to work independently. Must be able to handle multiple deadlines and tight time constraints. PC experience with advanced spreadsheet and database expertise, knowledge of various financial packages and the ability to create interfaces, downloads and table building, all required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

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 with or without reasonable accommodation.

Typical of an office environment with light lifting, regular standing, bending and walking.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.