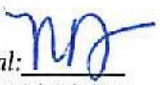




Official: 
Effective: 09/13/2022

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308

www.rbuesd.org

ACCOUNTING SPECIALIST (CONFIDENTIAL) JOB DESCRIPTION

DEFINITION

Under the direction of the Chief Business Official (CBO), this position performs a variety of specialized and complex accounting functions in support of the district; prepare, maintain, and process a variety of financial and statistical documents, records and reports; maintain and reconcile accounts in accordance with established policies, procedures and regulations; oversees and monitors business office functions.

ESSENTIAL FUNCTIONS & DUTIES

- Oversee, monitor and assist business staff in day to day workflow functions.
- Assist CBO in the preparation of the budget development, interims, and closing procedures.
- Assist, guide or conduct district staff training of business regulations and procedures.
- Monitor site and program budgets during the fiscal year and assist district staff to ensure budgets are aligned with expenditures. Make appropriate budget transfers when needed.
- Time accounting; prepare, distribute and collect Personnel Activity Reports for federal funded programs monthly and bi-annually as appropriate.
- Prepare and monitor budget revisions and budget codes.
- Review requisitions, payroll, accounts payable, accounts receivable for proper account codes.
- Perform accounting/auditing procedures and adheres to financial record keeping principals.
- Produce standard reoccurring reports.
- Research, collect and compile data for financial, statistical, estimates and studies.
- Maintain ASB accounts and adheres to required reporting/tracking protocols.
- Maintain/monitor student attendance reports.
- Reconcile monthly benefits such as health and welfare, life insurance, workers compensation etc.
- Reconcile Student Body accounts and revolving accounts.
- Maintain annual inventory and fixed assets.
- Assist and create reports for negotiations statistical data as needed.
- Assist and coordinate annual independent audit by preparing related documents for audits and submission to appropriate agencies as assigned.
- Provide technical assistance, information and assistance to the CBO regarding assigned functions; assist in the formulation and development of business department processes and procedures.

EDUCATION & EXPERIENCE

Any combination of education, experience and training that would likely provide the required knowledge and skill is qualifying.

- Bachelor's degree in business, accounting, public administration or related field and two (2) years increasingly responsible experience in school finance, payroll or accounts payable.
- Any combination of experience and education with increasingly responsible experience in accounting or finance with at least four (4) years in finance, payroll or accounts payable.


Preference will be given to applicants with specific school finance experience.

KNOWLEDGE OF:

- Budgeting, accounting, reporting, auditing, and business procedures and operations, preferably in a school finance environment.
- Standardized account code structure and the California School Accounting Manual (CSAM).
- Board policy and administrative regulations governing school finance.
- State and federal timelines and reporting procedures.
- Budget preparation and accounting controls.



Red Bluff Union Elementary School District
Accounting Specialist (Confidential)
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- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Legal requirements related to school budgeting and finance.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software and other office equipment.
- Operate the financial software system and train others in the proper operation of the system.
- Meet deadlines and timelines established within the business department.
- Work independently with little direction.
- Plan and organize work.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, by may involve walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this position.

Reasonable accommodation may be available to enable a person with a disability to perform the essential functions of the position.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Superintendent with approval by the District Board.

Human Resources Use Only

Created: September 14, 2022 Revised: _____

APPROVED:

Print Name: Noelle DeBortoli Title: Director, Human Resources

Signature: 

Date: September 14, 2022