

ACCOUNT SPECIALIST III

Class Code: 8171

TITLE: Account Specialist III
Grade 15

REPORTS TO: Associate Director Financial Services

SUPERVISES: N/A

JOB FUNCTION: Perform complex and advanced clerical accounting duties related to the preparation of such matters as financial statements or District book-keeping activities at the School level.

DUTIES AND RESPONSIBILITIES:

- Perform complex and advanced-level clerical accounting duties in support of the assigned schools programs and services; process or prepare more complex or technical financial accounting documents, including payments, reports and special projects.
- Respond to questions or complaints from vendors or District administrators regarding issues related to payments, balances, charges, inventories and other information; answer phones.
- Produce a variety of periodic and annual financial statements, reports, reimbursements and claims; maintain journals and ledgers, charging proper accounts.
- Receive, sort and distribute warrants according to established procedures and guidelines; prepare and issue purchase orders as needed.
- Prepare and maintain a variety of files, records, documents and lists relating to assigned area; prepare special reports as assigned.
- Communicate with State and County Office personnel, benefits carriers, financial institutions and others concerning payments and financial reporting issues.
- Maintain records of revolving cash funds and petty cash funds use; issue checks as required to reimburse accounts; balance and reconcile accounts, verifying proper and authorized use of designated funds.
- Perform other duties as assigned.
- Maintain regular attendance.

ACCOUNT SPECIALIST III

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Advanced clerical accounting principles and techniques involved in financial record-keeping, monitoring and control.
- Preparation, maintenance, verification and processing of records.
- Estimating, projecting and extending financial and statistical data.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws, rules and regulations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Operation of computer terminal and other office equipment.
- Tax withholding, voluntary deductions, garnishments and fringe benefits.
- Basic math.

ABILITY TO:

- Perform complex and advanced-level accounting duties in the maintenance of assigned accounts.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements and other technical financial reporting documents.
- Learn, interpret, apply and explain rules, regulations, policies and procedures related to assigned school district function.
- Operate office machines including computer equipment, personal computer, accounting software and peripherals.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.

PHYSICAL DEMANDS:

ACCOUNT SPECIALIST III

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and two years of increasingly responsible financial record-keeping experience including experience with automated record-keeping systems.

LICENSES AND OTHER REQUIREMENTS:

Must take the required clerical assessments and earn a passing score.

Original Date: 01/1999
Revision Date: 12/2003
Revision Date: 07/2011
Revision Date: 07/2012