

Job Description/Title: ACCOUNTING SPECIALIST

Approved, Bargaining Unit President: Reclassification Committee 4/22/2014

Approved, MPC Associate Dean, Human Resources: 4/22/2014

Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

ACCOUNTING SPECIALIST

JOB SUMMARY

Under general supervision, perform a variety of responsible accounting duties related to the accounting office. Student collections and cashiering, and others; receipt, post, balance transactions; assist in the preparation of special reports. Communicate with students, staff and others.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform accounting duties in the area of cashiering and student collections.

Maintain the daily function of the student account window in the Fiscal Services Office.

Receive and record cash, warrants and check from students and other revenue sources and records receipts; enter appropriate data into computer and post to proper account. Disburse cash in accordance to established procedures; bill students for past due amounts.

Prepare and maintain student account balances, related reports and a variety of files

Review materials for accuracy, completeness and compliance with the District policies and regulations.

Distribute warrants and staff reimbursements.

Prepare data annually to submit to the Chancellor's office for the COTOP Program (Chancellors Office Tax Offset Program).

Research and organize information from a variety of sources to be used in completing forms or preparing reports.

Make accurate arithmetical and financial calculations.

Respond to inquiries and provide information to students, staff and others.

Assist students with web registration payments.

Assist in student financial aid disbursements according to policies and procedures; coordinate with department representatives on various financial aid awards.

Assist department staff with special projects during peak workload periods including preparation of student financial aid; provide assistance to independent auditors.

Perform variety of support duties which may include, but is not limited to answering the phone; operate variety of office and accounting machines, including calculator and computer peripherals.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of one year of college level work in accounting, or a closely related field and two years of work experience handling cash.

Knowledge

Knowledge of: principles and practices of bookkeeping and basic accounting; basic business mathematics; cash control processes; general office and record keeping procedures; security risk and control procedures related to accounting and cash handling; the importance of protecting the confidentiality of financial records; operation of a computer and applicable software; telephone techniques and etiquette; basic operation of standard office machines.

Abilities

Ability to: perform basic bookkeeping functions, and mathematical computations; prioritize tasks and do several tasks simultaneously; apply rules and regulations to practical situations; assemble and organize data; prepare worksheets and reports; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; accurately and efficiently use a variety of spreadsheets and to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; communicate effectively in both oral and written form; understand and carry out both oral and written directions; work effectively with multiple deadlines; maintain the security and confidentiality of specified records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.