

**Job Description/Title:** ACCOUNTING SPECIALIST → ACCOUNTING SPECIALIST III  
**Approved, Bargaining Unit President:** Reclassification Committee 4/22/14  
**Approved, MPC Associate Dean, Human Resources:** 4/22/14  
**Board Approved:** 10/22/2014

## MONTEREY PENINSULA COLLEGE

### ACCOUNTING SPECIALIST III

#### **JOB SUMMARY**

Under general supervision, perform specialized, complex and responsible duties involved in the preparation and maintenance of financial records and reports associated with the accounting office. Receive limited supervision within a broad framework of standard District policies and procedures and governmental rules and regulations. Perform various duties regarding accounting analysis; prepare financial reports for the District.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Perform the full cycle of accounting duties to include:

Participate in the development and implementation of new standards and requirements, perform advanced and complex accounting duties – such as trust fund, categorical, federal student financial aid, scholarship and loan and associated student accounting.

Compile and prepare financial statements, general and subsidy ledgers and supporting schedules.

Prepare and maintain control and subsidiary accounting records involving a variety of transactions and accounts.

Prepare journal entries and periodic reconciliations of general ledger, general journals, subsidiary accounts and bank statements,

Prepare trial balances, financial reports, profit and loss statements and balance sheets.

Prepare year-end entries to setup accounts receivable, accounts payable, deferred revenue and closing entries.

Maintain fiscal records for federal and state projects; establish, maintain and revise procedures for the recording of all federal and state award allocations financial activity.

Review and ensure posting to proper account and general ledger; financial and statistical data to proper account and adjust accounts.

Prepare warrants, invoices and similar documents; collect and distribute as required.

Perform a variety of complex calculations and financial/statistical record-keeping utilizing databases, financial software and spreadsheets; verify accuracy of financial and numerical data and resolve discrepancies.

Calculate and review invoice sales tax for accuracy and compliance with laws and regulations; maintain sales tax summary report.

Assist department staff with special projects during peak workload periods including preparation of the 1099 tax forms at year end

Prepare account and statistical data, remittances and reports in support of the Controller.

Ensure payments, receipts and documentation are in accordance with District, County, State and Federal laws, regulations and procedures.

Receive, review and process invoices; resolve discrepancies by contacting vendors, students or originating program; adjust variances or disagreements with vendors and students; prepare journal entries

Monitor cash balances in various accounts; make cash deposits to maintain balances; balance and reconcile general accounts as assigned; receive cash, warrants, and checks from various revenue sources; receive, post and deposit cash received daily to account; audit receipts daily and distribute receipts and revenues to proper accounts..

Research lost, cancelled or unpaid warrants and prepare stop payments.

Distribute monthly income statements to department and club accounts,

Assist in the District's interim and final audit; prepare financial reports and supporting documents for the District's annual audit of District records.

Assist at the student account window in the Fiscal Services Office.

Prepare checks for student financial disbursements according to policies and procedures; coordinate with the student financial aid office.

Prepare and submit to the Department of Education the monthly balance of federal program funds.

Prepare financial and statistical reports related to assigned division/department for State and Federal agencies if directed to do so; create computerized spreadsheets; input/retrieve a variety of fiscal and statistical information

Review budget records, post receipts and expenditures according to established procedures; verify authorization, budget account codes and availability of funds for requisitions; post and process accounts.

Prepare related reports and maintain a variety of files.

Interpret, explain and apply rules, regulations and practices; respond to inquires and provide information to District employees, vendors and others.

Perform a variety of support duties which may include, but is not limited to answering the phone; operate a 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 two years of college level course work in accounting or related fields, and three years of experience with increasingly responsible activities, use of financial software (QuickBooks, Escape) and the preparation of financial statements.

### **Knowledge**

Knowledge of: Principles and practices of public sector accounting in a college setting, fundamental concepts and basic methods of internal auditing, accounting systems and procedures; GAAP; GASB; cash control processes; general office and records keeping procedures; security risk and control procedures related to accounting and cash handling; the importance of protecting the confidentiality of financial records; operation of computer and applicable

software; telephone techniques and etiquette; basic operation of standard office machines ; knowledge of Microsoft Suite preferred.

### **Abilities**

Ability to: perform complex 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 software to produce spreadsheets and other documents as needed 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 to meet 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.