

PROGRAM ACCOUNT SPECIALIST

DEFINITION

Under general supervision, performs a variety of difficult and complex technical accounting and administrative support duties in the preparation, maintenance, and processing of accounting, budgeting, and related financial transactions; maintains and audits financial accounts and records of the assigned program, department, and/or division and assists in the preparation of financial reports, summaries, and analyses in coordination with Fiscal Services; provides responsible technical accounting support to professional staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial personnel. Exercises no supervision of staff. May provide functional and technical direction and training to student or hourly workers, and to staff, as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level in the in the Program Account support class series. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: general accounting, budgeting, and related areas, in addition to performing a variety of record-keeping, reconciliation, and accounting support activities. Incumbents perform the most difficult and complex types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Program Account Technician class in that the former performs routine technical accounting and administrative support work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Prepares, maintains, verifies, and reconciles a variety of accounting and financial transactions and reports; audits and reviews financial records for accuracy
2. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
3. Researches all sources of revenue.
4. Generates correspondence and responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes request for accounting adjustments, as it relates to the program.
5. Follows internal control procedures for assigned function reviews and recommends changes to office procedures. Assists in the preparation of monthly, quarterly, and year-end financial summary reports recommends year-end budget carry-overs. Assists departmental budget officers in problem solving, research, and reconciling actual expenditures with budgeted amounts; provides technical assistance regarding budget activities; prepares expenditure and progress reports for the program.
6. Assists in the preparation and monitoring of program, division, and/or department, budgets; determines fund availability; requests, processes, and records and prepares budget transfers and budget revisions; prepares accounting and budget reports;; projects revenues and expenditures; reviews requisitions and expenditures for proper coding with respect to the budget. Assists in the compilation and preparation

of program budgets, calculates budget projections, reviews expenditures and budget transfers for compliance with funding agency requirements.

7. Assists with salaries, and benefits projections; projects position expenditures and determines savings; ensures available budget.
8. Reviews, examines, and processes requisitions; researches vendors and obtains price quotes.
9. Reviews travel and mileage reimbursement requests; verifies calculations, account numbers, and required documentation; prepares claim statements and requisitions.
10. Develops various accounting, financial, and budgetary reports as needed.
11. Participates on committees, task forces, and special assignments including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.
12. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Terminology and practices of financial and accounting document processing and record keeping.
2. Business arithmetic and financial and statistical techniques.
3. Financial and statistical record-keeping principles and procedures.
4. Principles, practices, and procedures of auditing and accounting.
5. Basic principles of public agency budget preparation, maintenance, and control.
6. Methods and techniques of recording, receiving, and disbursing large amounts of cash.
7. Modern office practices, methods, and computer equipment and computer applications related to work, including word processing, database, and spreadsheet software.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
9. Principles and practices of data collection, record-keeping, and report preparation.
10. Basic maintenance and operation of computer and multi-media equipment related to the area of assignment.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

1. Perform complex paraprofessional accounting and budgeting work accurately, in a timely manner, and under general supervision.
2. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
3. Respond to and effectively prioritize multiple phone calls and other requests for service.
4. Interpret, apply, and explain policies and procedures.
5. Compose correspondence and reports independently or from brief instructions.
6. Receive, count, reconcile, and maintain records related to funds collected or disbursed.
7. Perform responsible technical accounting or budget-related duties in an assigned functional area.
8. Make accurate arithmetic, financial, and statistical computations and summaries, and generate related reports.
9. Establish and maintain a variety of filing, record keeping, and tracking systems.
10. Understand and follow oral and written instructions.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

12. Operate modern office equipment including computer equipment and specialized software applications programs, with heavy emphasis on use of spreadsheets.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college in accounting, finance, or a related field, and four (4) years of increasingly responsible experience in processing financial documents, maintaining financial, accounting, or statistical records.

Preferred Qualifications:

A Bachelor's degree from a regionally accredited college or university in one of the above-mentioned fields.

Licenses and Certifications:

The incumbent may periodically be required to travel a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbent in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbent must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbent work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbent may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

