

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: LEAD ACCOUNTING AND PAYROLL SPECIALIST

**RANGE: 25**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor, Accounting Support Services, organize and review the work of the Accounting Section; oversee and perform complex accounting, financial record keeping and reporting activities. Perform special projects and tasks as assigned; serve as the liaison for district payroll services, human resources, technology and other departments; and perform related duties as assigned. Exercise technical and functional supervision over staff in the Accounting section; provide lead direction and training; ensure workflow in Payroll and Accounts Payable/Accounts Receivable is efficient and meets accounting standards.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of complex technical accounting, payroll, retirement, and finance duties in the preparation, processing, balancing and maintenance of certificated and classified payroll; assure activities comply with County, State and federal policies, procedures, rules and regulations.

Assist, direct, and train staff in the areas of Accounts Payable, Accounts Receivable, and related activities.

Provide technical and functional supervision to staff in the work unit.

Participate in the preparation, maintenance and review of financial records and reports.

Review and verify the accuracy of SACS codes, amounts paid and posted.

Oversee the maintenance of various financial records and supporting documents.

Assist in the preparation of monthly payroll, fringe benefits and other payroll related reports.

Analyze monthly reports for Accounts Payable and Accounts Receivable.

Implement and modify accounting and financial record keeping systems and procedures.

Monitor to ensure that accounting and financial activities are conducted in compliance with appropriate policies, procedures and guidelines.

Perform special financial and statistical research studies in accordance with the supervisor's instructions.

**January 2016**

## Lead Accounting and Payroll Specialist - Continued

Advise and assist other departments regarding Accounts Receivable, Accounts Payable payroll processes and procedures.

Assist auditors by providing requested schedules and accounting data.

Work with computer-based accounting systems in reviewing and preparing input to the computer and utilizing output records.

Interpret and enforce laws, rules and regulations pertaining to school accounting and finance.

Coordinate Accounts Payable/Accounts Receivable and payroll activities with fiscal services and technology department to ensure internal controls.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles of accounting and finance in accordance with Generally Accepted Accounting Principles Practices and procedures of school district accounting and financial record keeping in accordance with California School Accounting Manual (CSAM) and California Education Code

Computer-based accounting systems

Mathematical and statistical methods and techniques

Modern office practices, procedures and equipment

Oral and written communication skills

Principles and practices of effective supervision

Interpersonal skills using tact, patience and courtesy

Technical aspects of field of specialty.

#### **ABILITY TO:**

Prepare and review financial and statistical reports

Organize and supervise the work of assigned personnel

Communicate effectively, orally and in writing; prepare clear and concise reports

Establish and maintain cooperative working relationships with others

Physical capability sufficient to perform tasks

Interpret and implement agency policies and State and Federal regulations

Use independent judgment

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience equivalent to graduation from an accredited college in Accounting, Business Administration or a related degree; Five (5) years of accounting experience with at least (3) years of payroll experience, preferably school district experience.

**January 2016**

Lead Accounting and Payroll Specialist - Continued

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.