

**Job Description/Title:** ACCOUNTING SPECIALIST  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### ACCOUNTING SPECIALIST

#### **JOB SUMMARY**

Under general supervision, perform specialized, complex and responsible duties 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 district, state and federal programs; receive, post and deposit to accounts; gather and prepare special reports and studies; communicate with and respond to questions from employees, students, and auditors; perform extensive internal audits and student collections.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Perform financial record keeping operations related to one of the complex elements of the college's accounting functions-accounts receivable, accounts payable, trust and student financial aid accounting, categorical accounting, revolving fund, student ledger accounts, general ledger and records maintenance as assigned.

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.

Perform daily/monthly revenue analysis; prepare revenue related accounting entries.

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 appropriate 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; research lost, cancelled, or unpaid warrants; audit receipts daily and distribute receipts and revenues to proper accounts; extend figures/verify authorizations.

Maintain, compile and reconcile data to the general ledger if assigned.

Assist in the district's interim and annual audit of district records.

Assist students with telephone registration and refund process.

Record receipts to student accounts; maintain student records and accounting through use of specialized software; review student accounts; determine account status before issuing payroll checks.

Assist in student financial aid disbursement using specialized knowledge of policies and procedures required for disbursing funds to students; coordinate with department representatives on various financial aid awards.

Prepare monthly balance of federal program funds with the Department of Education computerized (GAPS) system.

Enter monthly investment data into computerized accounting system; calculate/post monthly interest earnings to investment accounts.

Prepare transmittals with receipts/affidavits for deposit with County Treasurer.

Prepare bank reconciliations; audit to detect/correct any discrepancies, errors or fraud; prepare, distribute/record checks.

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

Maintain revolving cash fund and prepare journal entries to reimburse the fund.

Perform variety of support duties which may include, but is not limited to answering the phone, preparing computerized documents and spreadsheets, maintaining files and records; 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 two years of college level course work in accounting and bookkeeping or related fields, and two years of experience with increasingly responsible activities in maintaining fiscal records.

### **Knowledge**

Knowledge of: basic principles, methods, and practices of bookkeeping, financial record-keeping, and statistics; laws and regulations applying to accounting operations; word processing and spreadsheet programs; knowledge of Microsoft Windows/Excel 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 word processing, spreadsheet and/or database programs to create/produce letters, reports, 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 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.