

ACCOUNTING SPECIALIST II

(Activity and Athletic Accounts, Miscellaneous Bookkeeping)

The Accounting Specialist II who is responsible for the activity and athletic accounts and miscellaneous bookkeeping will be under the supervision of the Chief Financial Officer and will be responsible for managing activity fund accounts and assisting the Athletic Director in managing the athletic accounts.

Specific Responsibilities

1. Manage activity fund accounts.
2. Prepare monthly board report for activity funds and athletic accounts.
3. Prepare athletic gate and concession moneybags.
4. Reconcile moneybags after sporting events.
5. Assist district personnel and Athletic Director with information regarding activity fund accounts and athletic accounts.
6. Prepare and submit concession sales tax report to the Department of Finance.
7. Post and balance to cash ledger.
8. Reconcile various bank statements.
9. Process insufficient checks.
10. Answer departmental phone calls.
11. Assist other accountants and the Chief Financial Officer with various office and accounting duties.
12. Perform other duties as assigned.

2/12/15