

## **ACCOUNTING SPECIALIST II**

### **(Federal Budgets, Fixed Assets, Purchase Orders, Miscellaneous Bookkeeping)**

The Accounting Specialist II who is responsible for the federal budgets, fixed assets, purchase orders, and miscellaneous bookkeeping will be under the supervision of the Chief Financial Officer and will be responsible for the development and monitoring of all federal budgets and purchase orders, in addition to fixed assets/inventory.

#### **Specific Responsibilities**

1. Manage federal funds regarding billing and year-end reports.
2. Assist the Chief Financial Officer with Title VI-B budget.
3. Calculate use tax for operating and federal funds.
4. Receive packing lists and approve invoices for payment.
5. Manage fund balances for schools in order to advise and inform appropriate persons of account balances.
6. Maintain and supervise fixed assets/inventory system.
7. Maintain and supervise the purchase order system and process.
8. Perform and supervise the accounts payable process.
9. Assist Energy Manager with utility invoices and utility program including input and analysis.
10. Maintain specific campus/department employees' time sheets and attendance.
11. Assist the Chief Financial Officer with special projects and reports.
12. Assist the Chief Financial Officer, the accounting staff, and other district staff with the e-School process and various accounting procedures and processes.
13. Perform other duties as assigned.

**2/12/15**