

ACCOUNTING SPECIALIST I

The Accounting Specialist I, under the supervision of the Chief Financial Officer, will be responsible for assisting the Chief Financial Officer and other Accounting Department staff members with secretarial and clerical tasks.

Specific Responsibilities

1. Perform general office duties—answer incoming phone calls, file, and open/sort/distribute mail for the Accounting Department.
2. Request W-9 forms from new vendors and follow up on receipt.
3. Reconcile campus substitute reports with Kelly Services reports at the end of each month.
4. Sit for Central Office Receptionist during lunch one day per week.
5. Perform various APSCN functions—accounts payable for Maintenance & Operations and the Transportation Department, budget transfers/reports, name/address changes, the posting of receipts, journal entries, etc.
6. Handle Workers' Compensation paperwork and compute employees' leave.
7. Prepare monthly and bi-weekly payroll checks for distribution.
8. Maintain log of teachers' location for check distribution.
9. Handle background checks for new employees/substitutes/Kelly Services substitutes.
10. Maintain postage stamp inventory for district.
11. Maintain substitute contact information.
12. Maintain petty cash account.
13. Receipt operating and federal funds; post to APSCN and ledger.
14. Handle specific campus timesheets/time clock change forms.
15. Handle employees' leave for specific campuses.
16. Assist budget managers with budget changes.
17. Order/maintain office supplies for the Accounting Department.
18. Maintain certified and classified Computer Use Agreements.
19. Maintain absence report forms, cash handling procedures, and disclosure forms.
20. Maintain and reconcile monthly paid classified employees' work and pay spreadsheets.
21. Maintain financial information from school organizations annually for the auditor.
22. Work on special grants as assigned.
23. Prepare employee leave cards each year.
24. Update spreadsheet monthly for the Technology Department of cell/long distance reimbursements from employees.

25. Calculate leave for new employees/re-calculate leave for employees resigning before end of school year.
26. Assist other Accounting Department staff with various tasks; assist when someone is out sick/vacation.

2/13/15