



Position: Accounting Specialist	Position Number:
Department/Site: Business Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Controller or other assigned supervisor	Salary Range: 27

Under minimal supervision, the accounting specialist performs a variety of difficult and technical cashiering and accounts receivable duties that require a good working knowledge of all aspects of the cashiering cycle necessary for daily operations of the cashiering department including a substantial amount of administrative detail and non-routine work. The accounting specialist assists in the oversight of coordination of all cashiering services and student account activities, coordinates the work of staff, ensures that the instructions of the supervisor are carried out efficiently-2 (a)(1) (c) with the public and good communication skills. The

Accounting specialist plans, organizes, and coordinates the operations, activities, and work of the cashiering services department; trains and coordinates the work of cashiering staff; and values and promotes the mission and vision of the college.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Plans, organizes, and coordinates the operations and activities of the cashiering services department in accordance with appropriate regulations and established District policies and procedures; plans and coordinates the daily scheduling of cashiering services staff.
- Reviews and distributes daily cash journal entries to financial system; reconciles online and in-person registration credit card transactions.
- Ensures proper recording and accountability of financial transactions for registration fees, refunds, billings, waivers, student/vendor accounts receivable, and collections.
- Plans for and implements necessary processes required for federally reported student tuition tax credit claims (Form 1098-T), clarifying information to students and staff; ensures accurate and timely submission of tax files to IRS and students.
- Ensures proper transfer of funds between college departments.
- Participates in and serves on various committees and meetings as lead for student accounts receivable system; attends training sessions and conferences on systems utilized by student accounts; serves as a liaison with other departments as needed.

- Creates and updates the cashiering office procedures manuals; initiates, maintains, and updates college publications and communications regarding cashiering fees, information, procedures, and processes.
- Processes, evaluates, and submits online, manual, and exception refund requests; manages refunds, parking permits, and credit card systems

- Financial and statistical record-keeping techniques;

Skills and Abilities to:

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- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.