

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CONFIDENTIAL

CLASSIFICATION: ADMINISTRATIVE SERVICES

JOB TITLE: ACCOUNTING/HUMAN RESOURCES SPECIALIST I

BASIC FUNCTION:

Under the direction of the Associate Superintendent or designee, perform a variety of assigned accounting and personnel-related duties for the Business Services and Human Resources departments.

REPRESENTATIVE DUTIES:

Act as back-up receptionist; answer telephones and take messages or refer calls; greet office visitors and direct to appropriate personnel; provide assistance and information related to program activities; receive, sort, and distribute incoming mail. **E**

Perform a variety of routine accounting duties within an assigned area. **E**

Review, audit, calculate and process payroll for County Office and school districts. **E**

Review accounts payable transactions for accuracy and conformance with approved budget limitations and compliance with State Education Code, regulations, requirements, policies, and procedures; enter purchase orders and vouchers into the computer system; and verify the accuracy of invoices as required. **E**

Receive, record and audit school district funds received from local, County, State, and Federal sources; reconcile and balance ledgers, statements and records. **E**

Process deposit documents and monies from and/or for school districts within the County, enter data into the computer system; complete required documentation. **E**

Audit, advise, and assist district and County Office staff with regard to payroll and accounts payable to assure proper and accurate taxation and payment; assure the proper use of account codes, assist district and County Office staff with a variety of payroll and accounts payable issues, balances, changes, journal entries and reporting requirements. **E**

Audit districts' accounts payable, payroll, transfers, and journal entries to assure accuracy and compliance with applicable policies and legal requirements. **E**

Process payroll and accounts payable warrants according to established procedures. **E**

Develop and maintain financial and control spreadsheets to calculate and report numeric and financial data related to assigned accounts, programs, and budgets. **E**

Assist staff with the use of software applications. **E**

Prepare and maintain a variety of CCOE, State, and Federal periodic fiscal reports. **E**

Analyze and audit numeric and financial data and documents to assure accuracy, completeness and compliance with CCOE policies and procedures and applicable governmental regulations including attendance reports, transportation reports, and others as assigned. **E**

Operate a variety of office equipment, including a computer, printer, ten-key calculator, and various financial software applications. **E**

Prepare and maintain a variety of periodic reports, including 1099 reports, W-2 reports, county vehicle logs, sales tax, employee retirement system reports, Federal and State quarterly tax returns, mandated cost claims, contracts, employer-administered employee benefit plans, and equipment inventory. **E**

Verify, post, and monitor sick leave and vacation usage; calculate leave time according to established procedures; prepare, adjust, and print sick leave and vacation reports. **E**

Assist in compiling, monitoring, and completing various personnel data and information reports, including but not limited to: employment verification, employment requirements, mandatory training compliance, and various state and federal requirements as needed (e.g. Affordable Care Act and Healthy Families Act). **E**

Coordinate, implement, and monitor County Office employment-related skills assessment testing. **E**

Assist in the maintenance and monitoring of employment records on classified and certificated staff; maintain a variety of personnel files. **E**

Assist in the advertisement of job openings; prepare job announcements; maintain an application for employment file; participate in interviews or screening of applicants as assigned; perform in-processing of volunteers and non-certificated substitutes **E**

Aid in verifying and calculating salary step and class placements in conjunction with actual and budgeted personnel costs **E**

Assist in the preparation of confidential correspondence and data collection related to negotiations and collective bargaining agreements. **E**

Assist in the administration of employee benefits and insurance programs. **E**

Maintain confidentiality of employee information. **E**

Operate a computer to create, prepare, type, duplicate and distribute a variety of reports and other materials, including correspondence, reports, memos, surveys, letters and forms; proofread and assure accuracy of information. **E**

Provide support assistance as needed regarding office activities, functions, rules or operations. **E**
Operate a variety of office equipment including computer, copier, calculator, typewriter, printer, telephone, facsimile, shredder, paper cutter, and various software applications. **E**

Assist with arrangements for workshops and other meetings. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and auditing principles, practices and procedures
Payroll policies and procedures
Financial, statistical and fiscal record-keeping principles
Rules and regulations concerning assigned accounting activities, including the California Schools Accounting Manual and governmental accounting methods
Federal regulations and registers related to assigned federal grant duties
Practices and procedures related to certificated and classified employment
County Office personnel policies and procedures
Bargaining agreements and union contracts
Applicable sections of State codes and other laws regarding assigned personnel activities
Data processing systems and software applicable to accounting and auditing functions
Modern offices practices, procedures and equipment
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data
Oral and written communication skills
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Maintain and audit fiscal records and accounts in a County Office of Education
Interpret, explain, and accurately apply accounting, legal, and administrative transactions, policies, procedures and other requirements
Prepare financial records, reports and statements
Interpret, apply and explain rules, regulations, policies and procedures
Research and reconcile financial data and documents
Analyze situations accurately and adopt an effective course of action
Perform a variety of technical duties related to the employment, recruitment, benefits and records for the organization's personnel
Plan, coordinate and administer personnel functions in accordance with applicable laws, codes, policies, regulations and procedures
Assure compliance with applicable policies, procedures and governmental regulations
Operate computer equipment to input data and to generate records and reports
Operate a variety of office equipment to perform assigned duties
Communicate effectively both orally and in writing
Respond to the public and staff with courtesy and tact
Type at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Plan and organize work to meet schedules and timelines
Work independently with little direction
Compile data and prepare reports
Operate a vehicle to conduct work
Lift and carry objects weighing up to 25 pounds

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in business administration, human resources, or related field; and one year of personnel-related experience and one year of accounting-related experience.

Bilingual English/Spanish preferred

WORKING CONDITIONS:

ENVIRONMENT:

Office

Constant interruptions

PHYSICAL ABILITIES:

Dexterity of arms, hands and fingers to operate a computer keyboard and other office equipment

Sitting or standing for extended periods of time

Kneeling, squatting, bending at the waist and reaching overhead, above the shoulders, horizontally and downward to retrieve and store files

Lifting, pushing, pulling and carrying objects weighing up to 25 pounds

Hearing and speaking to exchange information in person or on the telephone

Seeing to read written drafts, proofread documents, inspect financial or statistical records

Drive a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Potential for contact with dissatisfied persons

Employee Group: Classified - Confidential

FLSA Status: Non-Exempt

Salary Schedule: 615

Approval Date: July 2021