

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

BOOKSTORE ACCOUNTING SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of paraprofessional level accounting work in the maintenance of a wide variety of general and specialized financial records and documents for the Chabot College bookstore.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintain financial records including journals, ledgers, record of stores, equipment and perpetual inventory, and budgetary appropriation accounts.
2. Prepare and post bills for payment, monthly trial balances, bank reconciliations, financial statements, and sales tax reports.
3. Close and reopen books of account; may assist in the preparation of budgets; prepare and answer correspondence.
4. Prepare billing for accounts receivable; following up on collection items; may compare purchase orders against invoices; may check requisitions against available funds; may make and verify extensions.
5. Prepare and type financial and statistical reports; maintain registers and general and detailed ledger journals for District funds.
6. Receive financial documents; verify for accuracy and adherence to legal and procedural requirements; prepare records for data processing routines and updates records.
7. Make regular contact with students, staff and the public to discuss routine and complex financial transactions and resolve problems within specified standards.
8. May collect and receive monies and write receipts; may prepare and disburse special fund, grant, vendor, and other warrants.
9. Review and monitor the accuracy of data being entered into automated financial system.
10. Prepare various financial analysis reports as required.
11. Reconcile financial records with those of outside agencies.
12. Prepare cost reports for the allocation of expenses.
13. Assist in the review of financial reports prepared by other departments.
14. Perform related duties as required.

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. General principles of accounting and financial reporting.
2. Basic cost and retail accounting principles.
3. General office and record keeping procedures.
4. Basic mathematics.
5. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
6. Basic auditing and budgeting principles.
7. Federal and state tax reporting requirements.
8. Pertinent federal, state, and local codes, laws, and regulations including laws and ordinances regulating to public finance and accounting.

Ability to:

1. Perform mathematical calculations with speed and accuracy.
2. Meet deadlines and work effectively in a demanding work environment.
3. Work independently in the absence of supervision.
4. Prepare clear and accurate financial statements and reports.
5. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
6. Read and apply legal and technical financial manuals.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business, accounting, or a related field.

Experience:

Two years of experience in preparing and maintaining accounting records.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office and retail bookstore setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and retail bookstore setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend,

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kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

1/16/01;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Bookstore