



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Accounting Specialist	<b>Location:</b>	Business Office
<b>Reports To:</b>	Director of Business Services	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- High school diploma or equivalent and four years of accounting experience; or Associates degree and two years of accounting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job in accounting.

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- The Accounting Specialist is a specialized class with functional knowledge in all accounting functions and procedures.
- This individual must be discrete, loyal, efficient, and be able to keep in the strictest confidence. Their work must be accurate, handling routines efficiently and effectively.
- This position shall be responsible for all aspects of the Accounting Department, including complete knowledge of Microsoft Office programs.
- This individual plans and organizes their workload to meet deadlines, and must be able to perform highly detailed and complex accounting activities in the preparation, maintenance and processing of financial transactions, using G.A.A.P. The person occupying this position should be able to analyze and research discrepancies, make a determination of the findings, as well as analyze data and draw logical conclusions.

### Qualifications

- A general knowledge of computer systems and their operation (Microsoft Office and business services software), as well as demonstrated typing skills.
- Ability to prepare and maintain spreadsheets.
- Ability to interpret accounting methods and procedures.
- Must be extremely detail oriented.
- Knowledge of effective office management practices and record management techniques
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively without direct supervision.
- Personal qualities associated with good human and interpersonal relations with staff and public.



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### Responsibilities and Requirements

- Analyzes investment accounts for the purpose of issuing investing instruction to State and County agencies.
- Coordinates with District staff, County Treasurer and other state and federal agencies on financial transactions for the purpose of ensuring district funds are received.
- Maintains a wide variety of financial information, files and records (e.g., budget, revenues, expenditures, encumbrances, fund balances, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors District accounts for the purpose of complying with USFR and grant guidelines.
- Participates in meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares and posts budget and journal entries, prepares monthly transmittal of journal entry affects to County Treasurer for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Assists in preparing the district's annual financial reports, forms, and other documents as necessary for the purpose of providing an up-to-date reference and audit trail for compliance.
- Assists in preparing annual tax rate preparation form and a variety of other financial reports for the purpose of providing an up-to-date reference and audit trail for compliance.
- Processes a wide variety of financial information (e.g., journal entries for interest, bank fees, liabilities, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Processes and posts (e.g., accounts payable, payroll, handwritten and void warrants) for the purpose of providing up-to-date reference and audit trail for compliance.
- Reconciles federal, state, county and local revenues to County Treasurer's monthly Treasurer's Report and posts revenue to District's accounting system (e.g., notifies County Treasurer of any incorrectly posted revenues) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Reconciles, interprets, and maintains a variety of cash transactions for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Reviews, interprets, and maintains the general ledger and financial statements for the purpose of providing an up-to-date reference and audit trail for compliance.
- Verifies funds are available (e.g., informs site/department if additional funds are needed) for the purpose of processing accounts payable and payroll warrants.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists other personnel (e.g., cover absences of coworkers in business department, assists with computer training) for the purpose of supporting them in the completion of their work activities and as a support person.
- Coordinates and processes year-end closing function for the purpose of providing an up-to-date reference and audit trail for compliance.
- Develops and prepares correspondence on various topics to schools and departments for the purpose of providing information as needed.
- Researches and retrieves data from files as requested (e.g., vendors, staff, schools, personnel, administrative staff and governmental agencies) for the purpose of providing needed information.
- Performs other related duties as assigned.



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### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.