

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 115  
RANGE: 142  
NON-EXEMPT

---

### AUDIT SPECIALIST

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform professional accounting work involved in analyzing, auditing, and adjusting school districts and county office accounts, as assigned; review, process, and verify a variety of financial information, reconciling and maintaining records in support of assigned LEA audits; prepare and analyze various worksheets to ensure accuracy of large payments to LEA vendors.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data such as income and expenditures to appropriate accounts; review data for accuracy and completeness; reconcile financial statements with accounting records and reports.
- Assist in training and provide technical support to school districts and county office personnel as assigned.
- Assist with updating the County School Accounts Payable manual and other documents used by school district personnel for accounts payable processing and guidance.
- Communicate with school district and county office personnel, the public, vendors, and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Generate charter warrants; communicate with the school districts of scheduled accounts payable processes, dispose of unnecessary confidential records, process transfers of State Principal Apportionments; create and process property tax transfers.
- Input variety of financial data into an assigned computer system; maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized records and reports as assigned; audit input and output data for accuracy and completeness.
- Maintain piggyback contracts and California Uniform Public Accounting and Office of Public Construction letters on the county office website.
- Perform a variety of technical accounting duties in the review, analysis, and adjustment of assigned district financial accounts; transfer funds as appropriate; review, adjust and ensure accuracy of transfers.
- Perform professional audits and review school districts selected accounts payable transactions to ensure compliance with applicable laws, codes, rules, regulations, policies, procedures, and Generally Accepted Accounting Principles (GAAP), as assigned.
- Process accounts payable according to established county office procedures as assigned; review invoices and match with purchase orders, and checks; ensure vendors receive appropriate payments in a timely manner.
- Provide business support, technical assistance and training and assistance to staff and school district personnel concerning accounting functions, systems, and related functions; respond to inquiries and provide detailed and technical information concerning related practices, procedures, standards, requirements, and techniques.
- Reconcile cash with the County Treasurer's Office (CTO) with the use of their reporting software; communicate with the County Treasurer's Office to ensure the accuracy of the cash balances.
- Research, compile, prepare and revise accounting data regarding assigned school district and

county office accounts; prepare and maintain a variety of auditable financial records, reports and files related to assigned accounts, income, expenditures, transfers, statements, balances and assigned activities.

- Review County Treasurer cash to ensure school districts and county office have enough funds to cover accounts payable scheduled warrants, place holds on warrant runs, and inform assigned district supervisor of cash shortage; process any inter-fund transfers to cover cash shortage in preparation for the release of the accounts payable run; scan and file update signature permits from school districts and county office.
- Review, process, code and verify a variety of financial information related to assigned accounts; audit accounts for errors and make appropriate adjustments; compare and evaluate financial records and identify discrepancies; participate in the resolution of financial discrepancies.
- Work with school district and county office personnel and the County Treasurer's Office (CTO) to ensure accurate Automated Clearing House (ACH) deposits; utilize CTO financial software to edit transfers, process inter-fund transfers, ensure CTO sub-class holding account entries are transferred to the appropriate funds, as assigned; save and utilize CTO reports to process deposits into the county office financial system; process stop payments, voids, and six-month cancels, property taxes, and post General Obligation (GO) Bond payments, reissued warrants and Non-Sufficient Funds and scan transfers, warrant registers and other appropriate permanent records.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- County Treasurer's Office (CTO).
- Data control procedures and data entry operations.
- Education Codes.
- Financial and statistical record-keeping techniques.
- Generally Accepted Accounting Principles (GAAP).
- General accounting, budget and business functions of a county office.

- Local, state, and federal laws and regulations regarding school district accounts payable.
- Methods, procedures and terminology used in technical accounting and auditing work.
- Modern office practices, procedures and equipment.
- Preparation of comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Standardized Account Code Structure (SACS).
- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- Public Contract Codes.
- State Education Code, local, state, and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### ABILITY TO:

- Assemble, organize, and prepare data for records and reports.
- Compare numbers and detect errors efficiently.
- Maintain accurate financial and statistical records.
- Make mathematic computations with speed and accuracy.
- Meet schedules and timelines.
- Monitor and audit income and expenditures.
- Perform a variety of technical accounting duties in the review, analysis and adjustment of assigned county office accounts.
- Prepare and analyze comprehensive accounting reports.
- Process accounts payable and accounts receivable as assigned.
- Reconcile, balance and audit assigned accounts.
- Review, process and verify a variety of financial information.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

#### **EDUCATION AND EXPERIENCE:**

##### EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate degree in Accounting or related field preferred.

##### EXPERIENCE:

- Two years' experience in general accounting and auditing.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2021