

**Job Summary:**

The job of Information Systems Accounting Specialist is done for the purpose/s of planning, organizing and participating in responsible and technical fiscal records management, auditing, reporting functions, and activities. Under the direction of the Director of Information Systems, the Information Systems Accounting Specialist performs specialized accounting; auditing of accounts, monitors financial data and reporting systems; performs complex budgetary and fiscal analysis duties; prepares and maintains accurate financial and statistical records and reports; provides guidance and assistance to program staff in the development and monitoring of program budgets, maintenance of ERate documentation and performs other related work as assigned for appropriate Information Systems tasks. The Information Systems Data Specialist assists and trains users, troubleshoots and tests the TCOE SACS financial system to ensure proper usage and operations.

**Essential Job Functions:**

- Creates/Monitors Information Systems documents (i.e. budgetary data, purchase orders, request for warrant, CalCard requests) for the purpose of acquiring materials, supplies, services and/or equipment.
- Uses financial software (TCOE SACS is preferred) for the purpose of assisting, training, troubleshooting staff and district usage.
- Reports and reconciles financial and budgetary data.
- Prepares expenditures and revenue projections.
- Analyzes contracts, bids, and agreements for the purpose of ensuring the completeness of contracts and cost allowability.
- Answers the telephone and e-mails for the purpose of providing assistance and information regarding Information Systems records.
- Communicates with vendors and Tulare County Office of Education (TCOE) personnel for the purpose of obtaining information, resolving discrepancies and clarifying issues related to invoices, statements, orders and deliveries.
- Maintains inventory records (fixed assets) for the purpose of internal control.
- Maintains records and files for the purpose of providing documentation and historical information needed for an audit.
- Verifies account numbers for the purpose of budget authorization before processing.
- Verifies that items received match the purchase order for the purpose of tagging inventory and recording fixed assets.
- Requests accounting entries, budget appropriations, correspondence and financial projections.
- Maintain TCOE E-Rate documents (i.e. contracts, agreements, invoices, quotes)
- Ability to accept technical help requests, via telephone, email and/or electronic ticket and either provide direct assistance or redirect the request to the appropriate Information Systems staff
- Accounting knowledge to aid programmers with understanding of the business systems
- Other duties as assigned

**Knowledge and/or Abilities:**

- **Skills to:**
  - Operate office equipment, i.e. personal computer, copier, telephone, scanner, projector
  - Work well with others in courteous, timely, tactful, patient and cooperative manner
  - Organize information for efficiency
  - Educate individuals in a skilled, personalized and professional manner
- **Knowledge of:**
  - Ca K-12 school district and county office of education finance methods
  - Accounting practices and terminology
  - Computerized financial accounting and report generation systems (TCOE SACS preferred)
  - Budget development practices and encumbrance accounting

**Education & Experience Required:**

- Two years of accounting experience required.
- Bachelor's Degree in job related area. 8 years of job related experience may be substituted in lieu of Bachelor's Degree.

**License, Certifications, Bonding and/or Testing Required**

- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

**May 2016**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.