YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ACCOUNTING SPECIALIST

Department: Administration **Reports To:** Administrative Services Manager **FLSA Status:** Non-Exempt

Employment Group: Employee Association – Represented / Regular Full-Time **Approved/Revised:** 09/2024

DEFINITION

Under direction, performs professional accounting work related to the maintenance of District finance and accounting records; prepares financial report statements and special financial analyses; performs highly responsible and complex professional duties involved in the financial reporting, analyzing, and auditing of financial transactions for the District, and performs other related work as required.

The Accounting Specialist is distinguished by the degree of independence with which they perform their duties of handling the most difficult and complex work. Incumbents perform various tasks and functions with minimal instruction or orientation on the technical specifics of the program or work unit for which the accounting is being performed.

SUPERVISION RECEIVED AND EXERCISED

The Accounting Specialist receives general supervision from an assigned lead person, supervisor, or manager. The Accounting Specialist may exercise functional and technical direction or leadership to others, assisting in special projects and/or programs assigned to the position.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of this position. Management will make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assist in the preparation of the annual independent audits of the District and perform internal audits.
- Consult with divisions regarding various issues, including the status of financial accounts and transactions.
- Assist in the District's cost accounting and fee analysis.
- Research, establish, review, and utilize allocation rates for staff time costs, indirect, and overhead costs.
- Evaluate the allocation of staff time and indirect and overhead costs to efficiently and appropriately use specialized grant funding.
- Coordinate, review, and prepare periodic financial statements and budget status reports, including applicable statistical reporting. Identify and analyze budget issues.
- Prepare account reconciliations monthly and quarterly.
- Maintain fiscal records and reporting information in accordance with District policies, procedures, and the law.
- Assist in the preparation of the District's budget.
- Prepare analyses and projections for mid-year and year-end reports and the District's five-year financial plan.
- Assist in the documentation of all fiscal policies and procedures.
- Assist in and prepare public and non-public annual and periodic financial statements and reports, including assembling, adjusting, and classifying financial data and ensuring appropriate format as required by statute, contracts, accounting standards, and internal needs.
- Researches, establishes, reviews, and utilizes allocation rates for staff time costs and indirect and overhead costs; conducts or participates in the analysis of new and existing accounting systems and procedures to increase efficiency; maximizes the district's financial position; consults with and coordinates these activities with other staff and management.

- Obtains, reads, interprets, and understands master grant agreements and grant contracts; monitors and prepares accounting and financial documents related to specialized grant funding.
- Performs professional accounting work in accordance with Generally Accepted Accounting and Auditing Principles, procedures, and controls.
- Performs ongoing review of budgeted revenues and expenditures and reviews requests for changes in budget allocations throughout the fiscal year to determine or project fiscal impact and status.
- Maintains and reviews tables, indexes, and codes to facilitate accurate reporting systems; assists in the preparation of various fiscal and management reports; reviews and verifies documents to ensure accuracy and legal compliance.
- Provides backup duties for the Board Clerk.
- Provides backup duties for the Public Outreach Coordinator.
- Performs related duties as assigned.

QUALIFICATION GUIDELINES

Education and Experience:
Any combination of training and experience that provides the required knowledge, skills, and abilities qualifies. A typical way to obtain the required qualifications would be the completion of a Bachelor's Degree from an accredited college or university in accounting, business, finance, or a closely related field, and two years of experience working as an Accountant or Auditor, preferably in a public agency, or any combination of training and/or experience.

KNOWLEDGE AND ABILITIES

Knowledge of:
Various professional accounting standards, such as Generally Accepted Accounting Principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS), and standards set by the Governmental Accounting Standards Board (GASB); financial statement preparation; cost allocation methods; accounting systems and spreadsheet software; project planning and scheduling; and governmental budget preparation.

Ability to:
Prepare and analyze financial data; analyze and make effective recommendations regarding financial and accounting procedures and workflow; acquire subject-matter expertise in the area of work assignment; make accurate mathematical and statistical calculations; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, both orally and in writing.

PHYSICAL DEMANDS

Must be able to perform the essential functions of the job. This is primarily a desk job that requires occasional car travel. Physical demands include occasional lifting up to 10 lbs., walking, bending, stooping, and squatting; reaching equipment surrounding the desk; and performing simple grasping and fine manipulation. See and hear with sufficient acuity to successfully perform all aspects of the job; use the telephone and write or use a keyboard to communicate through written means.

WORKING CONDITIONS

The environment is generally clean, with limited exposure to dust, fumes, odors, or noise. A computer terminal is used daily. Travel throughout the District may be required.

SPECIAL REQUIREMENTS

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver’s license.