



Classification Description

Job Title: Accounting Specialist

Pay Grade: 109

Job Code: 4477

FLSA Status: Non-Exempt

Job Purpose

Performs professional work involving accounting, reconciliation, budgeting, financial tracking, and financial controls relating to the direct support organizations (DSO), and FSW Collegiate High Schools.

General Responsibilities

Essential Functions

Performs daily accounts payable functions including, but not limited to, invoice matching, input, check runs, direct deposit runs, processing checks and processing travel.

Reviews expenditures for accounting accuracy, adequate support, and program relevance to ensure compliance with policies for expenditures for the respective funding sources.

Performs daily accounts receivable functions including, but not limited to, entering payments and maintaining and reconciling all receivables by type to the trial balance for review by the supervisor.

Prepares reimbursement invoices related to student housing and other contractual agreements with the College.

Assists in the preparation of Board materials.

Assists in preparation of monthly bank reconciliations and resolving discrepancies, performing journal vouchers and bank transfers as needed to correct or reclassify entries. Reconciles general ledger accounts and account analyses for review by the supervisor.

Reconciles monthly housing revenue transactions to compare AR reports with General Ledger reports.

Serves as the liaison between FSW's Collegiate high school and the National School Lunch Program ensuring a timely submission of monthly claims, reports, annual renewals, reconciling, and all aspects related to the high school lunch program.

Produces annual 1099's for independent contractors according to IRS guidelines.

Provides staff support to auditors during the annual audit.

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Reconciles and records payments for high school's ticketing system.

Creates ad hoc reports for preparation of year-end financial statements, audits, and other document requests, as needed.

Prepares annual audit report on each College P-card holder to ensure compliance with College operating procedures, and the College P-card manual. Identifies and reports any violations of policy or internal controls to the Director of Procurement Services for further review.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Three (3) years of full-time, professional related work experience. An appropriate combination of education and experience may be substituted.

Knowledge of fund accounting principles and practices and their application to a wide variety of accounting transactions.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Proficient in use of Excel; report writer experience preferred.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students, and the public.
- Work in a fast-paced, demanding environment.

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- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

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| Physical: | Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds. |
| Environmental: | Normal general office. |
| Mental: | Routinely requires the ability to interpret, analyze and perform critical thinking skills. |

Approved: March 24, 2022. Revised: July 1, 2023, and November 13, 2025.