

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266**

**Notice of Public Meeting
June 11, 2015
8:30 a.m.
1st floor conference room
District Office**

SPECIAL AGENDA

I. CALL TO ORDER

- 1. Approval of Minutes**
 - June 2, 2015

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners**
- B. Administration**
- C. Employees**
- D. Citizens**

III. ACTION ITEMS

- A. Approval of Revised/Updated Job Description *Original and Draft:***
 1. Accounting Specialist

IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, July 7, 2015, 8:30am at District Office, first floor conference room.

V. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

June 2, 2015

The meeting was called to order at 8:33a.m.

Attendees:

Commissioners: Cynthia Strand, Charles Southey, and Vida Holguin

Absent: None

District Staff: Carolyn Seaton, Executive Director, Human Resources, Monica Ford, HR Technician and Anna Frankel, HR Technician

CSEA Representatives: Rod Jorgensen

Employees: None present

I. CALL TO ORDER

1. Approval of Minutes-May 5, 2015
Mr. Southey motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: Carolyn Seaton informed the Commissioners that MBUSD would be honoring Retirees at the next Board Meeting on 6/16/15. Ms. Seaton also requested a special PC meeting for June 11, 2015 at 8:30am in order for the Commissioners to review/approve a revised job description- Accounting Specialist.
- C. Employees: Rod Jorgensen thanked the Commissioners for their attention to the matter of exit surveys and salary studies concerning the Special Education Instructional Assistant positions.
- D. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 1. Instructional Assistant- Special Education- IBI
Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

2. Food Service Assistant

Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

Special Meeting is scheduled for Thursday, June 11, 2015, 8:30am.

Next regular meeting is scheduled for Tuesday, July 7, 2015, 8:30am.

V. ADJOURNMENT-The meeting was adjourned at 8:46am.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

ACCOUNTING SPECIALIST

ORIGINAL

DEFINITION: Under general supervision, to perform specialized accounting, financial and statistical record keeping and processing, work of above average difficulty in an automated environment; to perform assigned administrative support and clerical duties pertinent to the assigned functions and department; and to perform related work as required.

EXAMPLES OF DUTIES*: The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Record and count money received; prepare receipts, income and sales reports, and deposits. E
- Reconcile program records, reimbursable accounts, book deposits, invoice statements, and bank accounts; balance accounts to control figures; collect and verify documents such as time sheets, student attendance records, and purchase orders to maintain and reconcile records. E
- Match purchase orders, invoices, and other documents necessary to process payments on "B" warrants; audit invoices and research and resolve discrepancies; enter data to specialized automated accounts payable accounting system to process accounts payable. E
- Understand, interpret and explain accounting-related procedures, program guidelines, mandates, and options to staff, students, and parents; research and resolve problems. E
- Compile and file financial reports and claims for review and approval. E
- Enter data in computer terminal/microcomputer; create spreadsheets and databases; use standard and specialized software; keyboard correspondence, Board agenda materials, reports, lists, contracts, calendars and other materials. E
- Answer telephone, take messages and transfer calls; answer a variety of questions regarding accounting matters. E
- Perform a wide range of administrative support and clerical duties related to assigned accounting functions and department. E
- Communicate in person and by telephone with site staff, students, facilities, public and vendors; interact with other departments. E
- Prepare necessary financial and statistical reports from records maintained. E
- Set up account numbers; create and maintain files; develop accounting and reporting calendars. E
- Develop budgetary and other projections and estimates of expenditures, personnel costs, cash flow, income, attendance, enrollment and related data using trends and formulae. E
- Compose routine correspondence.
- Receive and process other forms and documents; verify account codes and availability of funds, screen for compliance with approved budget, accounting standards and program guidelines.
- Send notices regarding delinquent accounts (CDC). E

- Prepare information for audits; assist in scheduling and arranging insurance representative site inspections, depositions and court appearances.
- Operate standard office equipment such as photocopier, FAX, typewriters, microcomputers, computer terminal and printer. E
- Enrollment and orientation of all district benefit plans including health, dental, vision, life and disability. E
- Reconcile and pay all bills for all district benefit programs including health, dental, vision, life and disability. E
- Coordinate all benefits as employees leave the district including termination of benefits, COBRA and tracking retiree benefits. E
- Responsible for all master contracts, files, claims data, and all other areas of responsibility in the area of health, dental, vision, life and disability. E

ORIGINAL

***Task statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

TRAINING AND EXPERIENCE: Any combination of training, education and experience, which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is working-level experience performing account clerical work.

QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in financial and statistical record keeping;

Ability to:

- Perform specialized account clerical record keeping of above average difficulty;
- Post data and make arithmetic calculations with speed and accuracy;
- Learn pertinent procedures and apply them without constant supervision;
- Extract and summarize data for reports;
- Compare numbers and detect errors;
- Keep accurate records;
- Operate quickly and accurately a 10-key calculator by touch method;
- Operate a computer terminal;
- Operate a typewriter keyboard with accuracy;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

ORIGINAL

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 2 feet</p> <p>View a computer screen for prolonged periods</p>	<p>To perform tasks such as to:</p> <p>Balance accounts; review reports and statements</p> <p>View data on computer screen</p> <p>Input data, create spreadsheets and reconcile accounts</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Communicate with vendors, staff, and parents</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone or in face-to-face public contacts</p>	<p>To perform tasks such as to:</p> <p>Respond to questions from vendors, staff and parents</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects, turn, raise and lower head</p>	<p>To perform tasks such as to:</p> <p>Use a 10-key calculator, input data into computer, turn pages into reports and assemble paperwork</p> <p>Reach for reference materials, files, and across desk</p> <p>Look at computer screen and desk tops</p>
<p>Lower Body Mobility:</p> <p>Sit for prolonged periods of 30 minutes</p>	<p>To perform tasks such as to:</p> <p>Enter data into computer</p>
<p>Strength:</p>	<p>To perform tasks such as to:</p>

	<p>To lift, push, pull, and/or carry objects which weigh as much as 5 pounds on a frequent basis</p> <p>Pick up reference books, binders and accounting reports</p>
<p>Environmental Requirements:</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>To perform tasks such as to:</p> <p>Perform assigned duties without constant monitoring</p> <p>Resolve problems, collect fees, obtain information</p> <p>Perform work in an office setting</p>
<p>Mental Requirements:</p> <p>Read and write at a level of difficulty essential for successful performance</p> <p>Math skills at an advanced level</p> <p>Comparing</p> <p>Compiling</p> <p>Analyzing</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Listen</p>	<p>To perform tasks such as to:</p> <p>Read, understand, interpret, and apply accounting information</p> <p>Reconcile and balance accounts</p> <p>Match documents to payments; check numbers</p> <p>Gather information for reports</p> <p>Review accounting activity</p> <p>Review accounting reports on a scheduled basis; process documents</p> <p>Understand concerns of vendors, staff, and parents</p>

Other Conditions of Continued Employment:

- Speak English at a conversational level
- Demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/25/95
 Retyped 2000 – A. Kahler
 PR 3.7.02 – K. Hall



Accounting Specialist

Department/Division:	Business Services
Reports To:	Assistant Superintendent— Administrative Services or Administrative Designee
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 2, 2015
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 21

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Assistant Superintendent of **Administrative Services** or an assigned supervisor, the Accounting Specialist performs specialized accounting, financial and statistical record-keeping and processing work of above average difficulty in an automated environment; performs assigned administrative support and clerical duties pertinent to the assigned functions and department; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Accountant Specialist performs technical accounting-related duties including accounts payable, transfers, accounts receivable, budget monitoring, **and the preparation of accounting reports and forms (including numerous transactions and budgets governed by contracts and open purchase orders)**; processes employee benefits; provides information to new and current employees, providers, **vendors, consultants**, and /or administrators; resolves, employee benefits, retirement, **billing and payment** reporting and reconciliation issues; and maintains confidential **student and employee** records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Record and count money received; prepare receipts, income and sales reports, and deposits.
- Reconcile program records, reimbursable accounts, book deposits, invoice statements, and bank accounts; balance accounts to control figures; collect and verify documents such as time sheets, student attendance records, and purchase orders to maintain and reconcile records.
- **Prepare and process accounts payable information to comply with various payment timetables; verify and reconcile documentation of merchandise and services received against claims, invoices, purchase orders, receipts, and packing slips.**
- **Receive, review, and process incoming requisitions; issue invoices.**
- **Prepare requisitions for a variety of services, supplies, and equipment including service contracts.**
- Match purchase orders, invoices, and other documents necessary to process payments on "B" warrants; audit invoices and research and resolve discrepancies; enter data to specialized automated accounts payable accounting system to process accounts payable.
- **Assist in obtaining and verifying quotations and comparative prices and follow-up information in compliance with bidding requirements; generate requisitions and submit for review or approval; maintain files regarding open purchase orders or other assigned accounts.**
- **Provide support toward establishing vendor/contractor accounts; secure appropriate signatures and other supporting information to be maintained in District files; distribute fully executed contracts to departments.**

- **Assist in the management of vendor agreements, including service contracts, lease agreements, and student transportation contracts; prepare field contracts and verify vendor insurance and other legal requirements.**
- Understand, interpret and explain accounting-related procedures, program guidelines, mandates, and options to staff, students, and parents; research and resolve problems.
- Compile and file financial reports and claims for review and approval.
- Enter data in computer terminal/microcomputer; create spreadsheets and databases; use standard and specialized software; **use word processing and other software to create and maintain** correspondence, Board agenda materials, reports, lists, contracts, calendars and other materials.
- Answer telephone, take messages and transfer calls; answer a variety of questions regarding accounting, **benefits, purchasing, invoice and payment** matters.
- Perform a wide range of administrative support and clerical duties related to assigned accounting, **billing, payment, purchasing, and benefits** functions and department.
- Communicate in person and by telephone with site staff, students, **the public,** and vendors; interact with other departments; **serve as a liaison between vendors and employees.**
- Prepare necessary financial and statistical reports from records maintained.
- Set up account numbers; create and maintain files; develop accounting and reporting calendars.
- Develop budgetary and other projections and estimates of expenditures, personnel costs, cash flow, income, attendance, enrollment, and related data using trends and formulae.
- Compose routine correspondence.
- Receive and process other forms and documents; verify account codes and availability of funds, screen for compliance with approved budget, accounting standards, and program guidelines.

DRAFT

- Send notices regarding delinquent accounts (CDC).
- Prepare information for audits; assist in scheduling and arranging insurance representative site inspections, depositions, and court appearances.
- Operate standard office equipment such as photocopier, FAX, typewriters, microcomputers, computer terminal, and printer.
- **Assists in** the enrollment and orientation of all District **employees into** benefit plans including health, dental, vision, life, and disability.
- Reconcile and pay all bills for all District benefit programs including health, dental, vision, life, and disability.
- Coordinate all benefits as employees leave the district including termination of benefits, COBRA and retiree benefits.
- **Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, FMLA) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.**
- **Serves as liaison between employees, vendors, brokers and administrators for the purpose of ensuring ongoing communication between parties and responding to employee inquiries required to provide an effective benefit plan.**
- Responsible for all master contracts, files, claims data, and all other areas of responsibility in the area of health, dental, vision, life and disability.
- Attend assigned meetings, trainings, conferences, and staff development.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- **Working knowledge of the principles, practices, and terminology of financial and statistical record keeping and accounting data entry practices.**

Accounting Specialist

- Working knowledge of governmental and fund accounting procedures for accounts payable, accounts receivable, and disbursements.
- Working knowledge of computer-aided accounting systems to set up accounts, enter accounting transactions, and extract detail and summary information.
- Working knowledge of office clerical procedures and computer-aided office productivity software.
- Basic knowledge of financial statements and accounting reports.
- Basic knowledge of purchasing policies, practices, and terminology.
- Understanding of data entry requirements for automated purchasing systems.
- Sufficient writing skills to prepare routine business correspondence, work steps, and account footnotes.
- Sufficient math skills to compute totals, extensions, portions, ratios, quotients, and percentages.
- Sufficient human relations skills to convey policies and procedures and to deal cooperatively with others on accounting transactions and in resolving issues.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills in English.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform all essential duties of the position with general supervision.
- Learn and apply accounting rules and procedures, sales and use tax requirements and schedules, and procedures for electronic transfer of accounting information.
- Learn and apply laws and codes governing benefits and retirement administration and policies, procedures and labor contracts used by the District.
- Learn and interpret rules, policies, and procedures affecting District purchasing operations.
- Process and expedite requisitions and perform other clerical duties in support of the purchasing function.
- Learn various vendor accounting and purchasing requirements and cycles.
- Search, compile, and interpret accounting data.
- Maintain accurate and retrievable files, records, audit trails and trace transactions to original entries.
- Perform accounting and general math computations quickly and accurately.
- Organize and prioritize work to meet deadlines and timetables.

- **Work cooperatively with individuals and work teams within and outside the department, including vendors.**
- **Access and use a computer, common office productivity software, and specialized accounting software to access databases.**
- **Operate quickly and accurately a 10-key calculator by touch method.**
- **Understand and carry out oral and written instructions.**
- **Read, write, and communicate in English.**
- **Ensure the confidentiality of private information.**
- **Establish and maintain cooperative and effective working relationships with others.**

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, supplemented with college-level coursework in accounting, purchasing or related field.

Any combination of training, education, and experience, which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is **two years** working-level experience performing account clerical work, **purchasing, benefits, or other related areas.**

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

May require possession of a valid California C Driver's license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology, computer, 10-key calculator; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to

Accounting Specialist

grasp, lift and move records and documents typically weighing less than 20 pounds. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills in English; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.