



JOB DESCRIPTION

GENERAL LEDGER SPECIALIST

Under the supervision of the accounting supervisor, the general ledger specialist shall be responsible to:

1. Prepare, verify, record, and book general ledger entries as required.
2. Post journal and journal voucher entries, as well as prepare cash receipt journals, prepaid journals, and process daily, monthly, and annual closing entries.
3. Process in kind vouchers and timesheets. Reconcile in kind reports and back up to trial balance.
4. Balance cash, general and subsidiary ledgers and proof for accuracy.
5. Prepare and balance a trial balance spreadsheet as required.
6. Process checks based on authorized general and subsidized aging reports for cash and ACH distribution.
7. Assist with the preparation of the agency and program financial reports.
8. Input budget, expenditure, and analysis detail and generate financial and fundor reports as necessary.
9. Maintain accounting system reports and a filing system of pertinent information.
10. Assist with reconciling bank statements for various business accounts as necessary.
11. Assist with accounts receivable billings as required.
12. Assist the accountant and accounting supervisor with general ledger input and schedules as requested.
13. Prepare audit schedules as necessary for both compliance and financial audits.
14. Maintain fixed asset and depreciation schedules.
15. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- Minimum high school graduate or equivalent.
- Minimum of three (3) years' recent and highly responsible paid bookkeeping experience which at minimum includes preparation, recording, and booking of general ledger entries, trial balances, and working with a computerized accounting system.
- *Two (2) years of college course work in accounting or closely related subjects, or the successful completion of a computerized accounting certification program may substitute for one (1) year of the required work experience.*

Knowledge and Abilities: Must possess proficiency in Windows environment with emphasis in Excel, Word and automated double entry accounting system used in a corporate or large organizational environment. Ability to operate a ten-key calculator by touch. General knowledge of standard office equipment, office procedures and filing. Knowledge of computer information management systems. Ability to work with minimum supervision. Ability to effectively follow written and verbal instruction and attention to detail. Ability to communicate effectively orally and in writing. Ability to maintain good working relationships with other staff, clients, and the general public.

Physical Abilities: Ability to effectively use hands and fingers in the use of computer keyboard, filing documents and use of other office machines. Ability to clearly see detailed financial documents and reports.

License or Other Requirements: Must submit to an agency-paid, pre-employment physical examination. Employment is conditional pending satisfactory results of physical examination. Possession of a valid California driver's license and automobile with appropriate insurance coverage is preferred, but may be required depending on the needs of the department at the time of hire.