

SANTA CRUZ COUNTY OFFICE OF EDUCATION
SENIOR ACCOUNT SPECIALIST, RETIREMENT REPORTING

DEFINITION

Under the direction of an assigned administrator, provide highly responsible accounting support and technical assistance surrounding all aspects of retirement system reporting; prepare, audit, and reconcile monthly retirement and payroll reports; resolve complex errors and problems relating to retirement reporting and corrections; provide support to school districts and the Santa Cruz County Office of Education staff regarding proper coding and reporting for payroll and retirement purposes; serve as a technical resource.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Interpret and assimilate new and changing regulations surrounding the reporting of data to the retirement systems. This includes staying current on applicable laws, regulations, policies and legislation that have been implemented or may be implemented in the future.

Assist in developing internal and external processes and procedures relating to the accurate and timely reporting of CalSTRS and CalPERS retirement.

Participate in writing instructions for district and COE staff to facilitate their understanding of changes in regulations, policies and procedures as well as new concepts.

Assist district and COE staff in the implementation of necessary changes in process to ensure accurate and timely pension system reporting.

Assist in resolving complex problems, errors and issues relating to pension system reporting.

Work independently and involve management staff as necessary.

Research and analyze issues to answer questions from LEA's and employees.

Provide guidance on the resolution of problems and issues.

Work with retirement system personnel as necessary.

Serve as a resource on instructing district and COE personnel on the correct processing, coding and auditing of payroll records to ensure proper and timely pension system reporting.

Assist in resolving and correcting errors relating to the incorrect posting of pension system data such as wages, contributions, service credit, calculation of retirement base, etc.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Provide instructions, explanations and guidance regarding pension system charges for penalties and other fees.

Work with Information Technology staff, and other staff as appropriate, on reporting issues that involve the financial/payroll system, as necessary.

Input retirement data for offline Charter Schools.

Audit, review and correct Charter school data and advise Charter School staff as necessary.

Assist with the setup for new Charter schools, advise the district/Charter regarding necessary board resolutions and retirement system applications.

Audit and reconcile monthly retirement and payroll reports, resolve discrepancies related to payroll and retirement including exception reports.

Update manuals as necessary.

Conduct training as necessary.

Remit contributions to the appropriate retirement systems.

Prepare and maintain all records and files relating to all aspects of retirement reporting, contributions, resolution of errors, etc.

Receive procedural updates from retirement systems and incorporate these into internal and external procedures and trainings.

Provide updates to districts and COE staff.

Participate in meetings, trainings, workshop, etc., for the purpose of conveying and/or gathering information required to perform job functions.

JOB RELATED AND ESSENTIAL DUTIES

Perform related duties and responsibilities as assigned.

Knowledge of:

Methods, procedures and terminology used in accounting or in retirement system reporting.

Principles and techniques involved in retirement account preparation and processing.

Pension system laws relating to reporting, coding, auditing, etc.

The different concepts of creditable and non-creditable compensation.

Knowledge of (continued):

Understanding the interaction between payroll and retirement data in the financial/payroll system and how coding and other factors influence reporting to the pension systems.

Accounting procedures as they relate to various federal, state, local and school district policies and regulations.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Mathematical computations.

Skill and Ability:

Perform a variety of accounting duties in support of retirement system reporting.

Explain retirement reporting concepts.

Write and develop instructions and procedures.

Operate a computer and assigned software, standard office machines, operate a calculator and type with speed and accuracy.

Interpret, apply and explain pertinent laws, rules, regulations, policies, procedures, techniques and complex rules governing retirement system reporting.

Perform responsible clerical accounting work using independent judgment and initiative.

Determine steps or procedures used to assemble, organize and prepare data for records and reports.

Establish and maintain effective working and cooperative relationships with others.

Understand and implement time management tools to plan and organize work, to ensure efficiency, and meet schedules and timelines.

Compare names and numbers rapidly and accurately detect, correct, or report errors efficiently.

Perform routine and repetitive work to completion.

Attend meetings, conferences, classes and in-service trainings.

EDUCATION AND EXPERIENCE

Any combination equivalent to experiences and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of a Bachelor's degree with course work in accounting, bookkeeping or a related field.

Experience:

Three to five years of increasingly responsible technical experience in accounting, bookkeeping, payroll, benefits, human resources or a related field. Experience in a school district or in a county office of education is preferred.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance preferred.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended periods of time; dexterity of hands and fingers to operate a computer, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: June, 2019