

BANKING SPECIALIST**MAJOR FUNCTION:**

Responsible for reconciling all District bank accounts and working with District employees, financial partners, and vendors with various banking issues. Works under the general direction of the Manager, Cash and Investments.

DUTIES AND RESPONSIBILITIES:

- Reconciles all District bank accounts on a monthly basis
 - Submits general ledger report requests for accounts payable and payroll accounts
 - Generates general ledger reports for all cash activity
 - Identifies and forwards all reconciling items to appropriate personnel for correction
- Reconciles investment ledger with general ledger and investment account statements
 - Generates general ledger reports for all investment activity
 - Identifies and forwards all reconciling items to Manager, Cash & Investments for correction
- Assists various departments with processing of nonsufficient funds checks
 - Assists Food & Nutrition personnel with nonsufficient funds checks in school lunch program, acts as liaison with third party nonsufficient funds processing vendor
 - Assists Cashier and all other departments with nonsufficient funds checks
- Processes stale dated checks
 - Supervises creation of letters to stale dated check holders
 - Assists Accounting and Payroll with re-issuance of checks to stale dated check holders
 - Prepares final list of stale dated checks and submits to Manager, Cash and Investments for reporting to the State
 - Prepares general ledger entries to record stale dated transactions
- Processes and monitors fraudulent check activity
 - Assists in identifying fraudulent check activity
 - Submits fraud claims with District's financial institutions
 - Monitors status of fraud claims
- Assists Human Resources and Payroll with employment tax reporting
- Assists Manager, Cash & Investments with reporting requirements
- Provides requested District banking information to auditors
- Assists District personnel, including bookkeepers and cafeteria managers with banking/reconciliation issues, includes being liaison with District's financial institutions
- Acts as back up for critical functions in the absence of other Cash Management personnel
- Performs other related duties, as required

BANKING SPECIALIST

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Business Administration, Finance, or Accounting plus two (2) years experience with banking, accounting, or finance, OR Bachelor's degree from an accredited college or university plus four (4) years experience with banking, accounting, or finance.

PREFERRED:

Experience using TERMS®. Experience with Microsoft Office suite and database programs, especially Microsoft Access®. Knowledge of Federal employment tax filing requirements. Knowledge of State abandoned property requirements.

ISSUED: 12/7/2010 RAS; BOARD APPROVED: 12/07/10

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

BANKING SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				