

ORANGE UNIFIED SCHOOL DISTRICT

ACCOUNTANT

DEFINITION

Under direction – to perform professional-level accounting work in establishing, analyzing, auditing, reconciling and maintaining District-wide financial records; to prepare complex accounting, budgetary reports, statements and claims; to recommend the establishment and revision of accounting procedures. Positions in this class perform professional-level accounting and analysis work of average difficulty. Positions in this class have considerable independence in selecting work methods from a variety of standard methods or procedures. Instructions given by the supervisor generally do not provide all of the information needed to complete the assignment. Incumbents are expected to resolve most problems confronted through the application of judgment and precedent, referring only those which involve the establishment of new procedures or which involve solutions which are inconsistent with departmental procedures and policies to the supervisor. Positions in this class may be assigned supervisory responsibility for a clerical staff who perform duties which are closely related to the work of the Accountant. Position in this class are differentiated from the class of Accounting Specialist by responsibility for a more complex accounting system, more complex reporting requirements and the requirement to understand the total accounting system. Incumbents may have first-level supervisory responsibilities; however, such assignment is not an allocation criterion.

Essential Duties and Responsibilities:

These functions are representative and may not be present in all positions in the class.

Perform a wide range of professional-level accounting, financial analysis, auditing and financial reporting work; completes and files reports and claims; reviews financial reports and accounting records for accuracy, completeness and compliance with standards; initiates journal entries and transfers; reconciles District accounts to County Transaction Summary for each fund; analyzes general ledger accounts; prepares claims and periodic reports for specially funded programs; prepares projections, reports, lists and summaries on income, expenditures, employee costs and other data for management information; maintains and reconciles monthly bank statements; monitors fund and account balances; audits records; assists in the conduct of audits; collects and compiles information for assigned studies and prepares summaries, reports and recommendations; opens and closes books; prepares tax reports; supervises and trains the performance of assigned clerical personnel; performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

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A degree in Accounting and journey-level professional experience performing varied financial analysis, record keeping and report preparation duties. School accounting experience is highly relevant as is completion of coursework leading to a baccalaureate level major in accounting, finance or a closely related field or equivalent.

Knowledge of:

Principles and practices of general and school accounting;
Financial analysis and research procedures;
Modern data processing systems and procedures as they apply to financial record keeping;
Personal computer and related software;
Advanced business mathematics;
English usage, spelling, grammar and punctuation;
Financial report preparation;
Modern office equipment and procedures.

Skill and Ability to:

Establish accounting systems and procedures;
Classify fiscal documents and transactions;
Perform professional-level accounting of average difficulty;
Prepare clear and concise financial reports;
Perform financial analysis and auditing;
Read, understand, interpret and apply specific county, state, federal and special project accounting and fiscal requirements, procedures and policies;
Operate a calculator by touch;
Operate a personal computer and related software;
Understand and carry out oral and written instructions;
Establish and maintain effective relationships with those contract in the course of work.

Physical Requirements and Working Conditions:

Light Work:

Perform work which is primarily sedentary

Mobility:

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
Lower body mobility may not be required.

Vision:

Require vision (which may be corrected) to read small print.