

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNTANT

DEFINITION:

Under the direction of the Director of Fiscal Services, performs a variety of highly complex accounting work and fiscal reports for the Board of Trustees, District Administration, Federal and State agencies.

STATEMENT OF TYPICAL DUTIES:

- a. Assists in budget preparation and implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- b. Recommends goals and objectives; assists in the development of policies and procedures.
- c. Monitors the District's financial condition; analyzes financial statements; keeps abreast of State Education Finance activities; prepares reports and makes recommendations regarding the District's finances; administers the District's chart of accounts.
- d. Assists in the development, installation, and administration of accounting and auditing systems; prepares or assists in the preparation of accounting and auditing procedures, instructions, and operating manuals.
- e. Advises District staff on accounting problems, policies, and procedures; assists in the maintenance of proper controls.
- f. Develops and administers cost accounting procedures that relate to expenditures and revenues to specific cost areas.
- g. Provides guidance and support to professional and technical accounting staff.
- h. Participates in the preparation of difficult and complex financial and administrative reports; prepares and analyzes financial reports and records to determine trends or irregularities.
- i. Assists staff in collecting mandated cost data and filing required claims.
- j. Performs related duties and assumes responsibilities as assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Procedures and techniques of school budget preparation.

Federal, state, and local laws, codes and regulations applicable to school/governmental accounting.

Accounting theory, principles and practices and their application to a wide variety of accounting transactions and problems in a municipal government.

Principles and standard practices of cash management.

Principles and practices of complex financial record keeping and reporting.
Modern office procedures, methods and computer equipment.

Ability to:

Organize, direct and implement a comprehensive accounting program.
Train assigned staff.
Prepare and administer budgets.
Interpret and apply pertinent federal, state, and local laws, codes, and regulations.
Analyze and interpret fiscal accounting records and prepare accurate and complete financial reports.
Design and install accounting systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

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

Experience:

Four years of increasingly responsible experience in financial and accounting administration.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment.

This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned