



Oxnard Union High School District

District of Scholars, Achievers, Champions

STAFF ACCOUNTANT

Revision Date: 08/11/10

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Chief Accountant, performs a variety of professional level fiscal duties in the area of accounting and budgeting that includes but not limited to recording and summarizing financial transactions, and analyzing, verifying, reporting the results of the financial operation. Ensures that financial transactions are accurate and report for accuracy and compliance.

STATEMENT OF TYPICAL DUTIES:

- a. Participates in the preparation of district financial statements. **E**
- b. Prepares and revises the budget and responsible for applying the necessary budget control and procedures. **E**
- c. Maintains a variety of ledgers, monitors and analyzes the financial conditions of the assigned fund and/or programs and initiates the necessary accounting journal entries. **E**
- d. Participates in the year-end closing process. **E**
- e. Prepares and submit internal, auditors and governmental required reports on a timely manner. **E**
- f. Creates and maintains documentation for the financial activities using the modern version of applicable software (Excel or related software program).
- g. Researches and keeps abreast of governmental rules and regulations applicable to fiscal activities; attends necessary meetings. **E**
- h. Ensures the assigned financial functions are conducted in compliance with the governmental laws and regulations, within the generally accepted accounting principles, and following the district guidelines and policies. **E**
- i. Provides assistance to District staff regarding fiscal regulations and procedures. **E**
- j. Performs other related duties and assumes responsibilities as assigned by the proper authorities. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal, state, and local laws and regulations applicable to school/governmental accounting
- Procedures and techniques of school budget preparation and control
- Accounting theory, and generally accepted accounting principles and practices
- Financial analysis and research procedures
- Principles and standard practices of cash management
- Principles and practices of complex financial record keeping and reporting
- Current budgeting and accounting software and tools
- Modern office procedures, methods, and computer equipment

Ability to:

- Interpret and apply governmental law and regulations relating to fiscal functions
- Learn and apply generally accepted accounting principles
- Analyze, interpret, and evaluate accounting and budgeting problems
- Prepare accurate and complete financial reports
- Examine and verify routine financial documents and reports
- Prepare budget and apply budget control
- Operate personal computers to utilize financial software
- Learn new computer software program
- Communicate clearly and concisely, both verbal and in writing
- Provide technical assistance to lower level accounting staff and other school district employees
- Demonstrate flexibility and respond to changing requirements and job assignments
- Establish and maintain cooperative and working relationships with all the contacts at work
- Work independently

EDUCATION AND EXPERIENCE:

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:

Three years of increasingly responsible technical experience in budgeting and accounting or related field, preferably in a school district.

Education:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license

PHYSICAL CHARACTERISTICS:

Must be able to:

- Bend, stoop, reach, lift, stand or sit for prolonged periods
- Have dexterity of hands and fingers to operate office equipments
- Speak clearly and hear well to communicate effectively
- See fine print to read a variety of materials

WORKING CONDITIONS:

- Office environment; may be subject to constant interruptions
- May drive vehicle to conduct work

NOTE:

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 the position performs all of the duties listed, nor does it necessary list all possible duties that may be assigned.