



## **JOB DESCRIPTION**

### **ACCOUNTANT**

September 23, 2016

#### **DEFINITION:**

Under the direction of the Controller, organize, coordinate and plan the preparation of the district's budget and projections; develop and monitor assigned budgets; prepare various forms, records and reports; perform responsible technical-level functions in accounting, financial reporting and records maintenance; interpret, analyze, and prepare financial data, often involving use of independent judgment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the preparation, coordination, development, maintenance and revision of the District's budget. Maintains position control records. Audits accuracy of accounts and makes appropriate fund transfers for budgetary control. Maintains general ledger and subsidiary accounts. Gathers and analyzes financial data
- Plans, organizes, coordinates and implements district accounting activities and functions, including budget control records, payroll account and program distribution, accounts receivables, attendance accounting, proper disbursement and payment of funds for materials, supplies, and equipment
- Responsible for the maintenance of records of expenditures and income; balance all appropriations in the general fund, reconciles account balances, prepare monthly financial statements and reports, maintain files and records, prepares state and federal reports for district programs and projects
- Assist with opening of, verification of, balancing of and adjustment of various accounts; correct irregularities; identify accounts overspent; resolve discrepancies; and perform year-end closing procedures and state financial reporting
- Assists in the computation of state funding calculation; projects income; projects beginning balances; monitors and analyzes cash flow; calculates enrollment and related projections used to develop staffing allocations, site planning, and other allocations; prepares journal entries; generates necessary information to prepare state and federal financial reports; serve as a resource to district employees and outside agencies to provide fiscal information, interpret policies, consult, advise and resolve problems
- Prepare a variety of financial reports and statements through the use of computerized software and spreadsheets; perform special financial, statistical, and analytical surveys and studies as assigned including account analyses; and prepare presentations/reports for Board, site administrators, and others as directed

- Responsible for monitoring attendance accounting, conducting periodic audits and training to ensure compliance with adopted standards; prepares District records for periodic independent audit, assisting auditors
- Directs and audits assigned staff; makes work assignments, sets priorities for, trains and reviews the work of accounting personnel; conducts management and accounting audits, applies internal budgetary controls, provide input for performance evaluations of business office staff
- Explains policies, procedures and objectives of the department to staff by written directive and by oral communications; establishes and maintains fiscal internal controls, ensuring that compliance is maintained with the Education Code and other laws and regulations; performs the more difficult attendance, accounting and financial reporting work of the department
- Resolve discrepancies in the balancing and verification of payroll warrants, balancing and preparation of federal and state tax forms and deposits and maintenance of employee payroll and benefit records, analyze and monitor payroll and benefits expense variances
- Reads, interprets and implements procedures to comply with fiscal requirements of federal agencies, state, county and special programs; work with the district's independent auditor to complete the annual audit and special program reviews
- Performs other related duties as assigned

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Budget, accounting and financial record keeping principles and procedures related to public school payroll and accounts payable and receivable
- Pertinent Federal, State and local laws, codes and regulations and reporting requirements
- Payroll taxes, deductions, retirement programs and specialized compensation programs
- Practices, procedures, techniques and terminology used in payroll, accounting, bookkeeping, invoice auditing and financial record-keeping
- Attendance accounting and related record-keeping methods, practices and procedures pertaining to educational agency accounting and record-keeping systems
- Applicable sections of the State Education Code and other applicable laws
- District organization, operations, policies and objectives
- Data processing concepts and computerized payroll systems
- Filing methods and procedures
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures and equipment
- Operation of office machines including computer equipment and specified software
- Telephone techniques and etiquette
- Interpersonal skills, using tact, patience and courtesy

Ability to:

- Perform complex financial, statistical and account record-keeping
- Establish, prepare and maintain a variety of financial record-keeping files and duties
- Gather, organize and analyze financial data

- Explain and apply rules and policies, including State, Federal and local guidelines
- Assess situations and adopt an effective course of action
- Perform attendance accounting and record-keeping work requiring the interpretation and application of school attendance policies and procedures
- Coordinate, organize and review the work of technical and clerical personnel
- Plan and organize work-load to meet schedules and timelines
- Make complex, arithmetic calculations quickly and accurately
- Operate office machines including a computer and applicable software, typewriter and calculating equipment with speed and accuracy
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work confidentially with discretion
- Work independently and with minimal direction
- Maintain regular and consistent attendance

### **EDUCATION AND EXPERIENCE:**

#### Education:

- Bachelor's degree in Business, Finance, or directly related field OR
- Any combination of education, experience, and/or training equivalent to graduation from a recognized college or university.

#### Experience:

- Minimum of four years of financial, accounting or statistical record-keeping
- Public school accounting experience is desirable

### **WORKING CONDITIONS:**

#### Environment:

- Office environment, temperature – normal climate
- Daily contact with District and school site staff
- Constant interruptions
- Work in confined quarters to work on equipment/software
- Moderate to high stress level

#### Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read variety of materials
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 15 pounds

- Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; vision (which may be corrected) to read small print, dexterity of hands and fingers to operate a telephone, computer, keyboard, and hand tools; facility to hear and understand speech at normal room levels and on the telephone; physical agility to lift up to 15 pounds to work with various boxes of files

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.

Range: 18

Approved: September 27, 2016