

## ACCOUNTANT

Classification: Accountant

Location: Administrative – Central Office

Report to: District Administrator

FLSA: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I. Position Summary**

Serves as an accounting specialist responsible for specifically assigned accounting responsibilities using generally accepted accounting procedures (GAAP).

### **Part II. Supervision and Controls over the Work**

This position works under the general supervision of the administrator responsible for financial services. Work is controlled by state and federal accounting requirement and procedures and by generally accepted accounting procedures (GAAP). Employee is expected to administer, process, and analyze accounting transactions and prepare periodic financial reports with only limited supervision and guidance. Work is reviewed for accuracy, quality, reliability, and timeliness.

### **Part III. Major Duties and Responsibilities (depending on specific assignment):**

1. Performs activities involved in the maintenance and control of the general ledger. Reviews and/or initiates and posts journal entries; monitors posted financial data; prepares financial analyses and reconciliations; researches and reviews transactions and advises departments on proper coding.
2. Assists in annual audit preparation, including supporting analyses and schedules. Assists auditors by researching issues, creating reports, and responding to audit finding.
3. Assists in annual budget preparation and related projections; creates financial reports; prepares the operating budgets and assign account codes to district related accounts. Monitor, analyze and reconcile program expenditures.
4. Evaluates internal controls of systems and works cooperatively to provide recommendations for improvement to create greater compliance, transparency, and/or efficiencies.

5. Monitors, performs, and provides support for all payroll processing and accounting functions.
6. Communicates effectively with customers at all levels (management, clerical support, regulatory officials, and component district personnel) to clearly ascertain the concerns raised and respond courteously, promptly, and accurately.
7. Assists in the development of financial reports.
8. Prepares monthly and long term cash flow projections, coordinate with the District's budget and revises weekly based on actual operations.
9. Daily investment and monitoring of district funds to ensure adequate cash flow and maximum return on investments. Prepares monthly cash pool report for board meetings.
10. Works across departments to identify discrepancies in information of a financial nature for the purpose of resolving process issues and ensuring accuracy.
11. Ensures that accurate accounting records are maintained for fixed assets to ensure accuracy of general ledger and audit compliance.
12. Reconciles bank accounts, investigates discrepancies and advises district employees of violation of district policy. Alerts management of large or unusual discrepancies.
13. Assists with revolving funds, warrant issues and stop payments. Monitor and audit account expenditures and prepare reimbursement vouchers and reconciliation reports.
14. Interprets state statutes and policies relating to school district fiscal operations.
15. Setups and monitors new grant budgets; prepares documentation to be submitted to state and federal authorities for grant submission and capital projects.
16. Assists financial software implementation.

Perform other duties as assigned.

**Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Bachelor's Degree in Accounting/Finance or a business related field. A minimum of three years related Accounting experience. Two additional years of experience in lieu of a degree.
- Three years experience working in Accounting or a business related field.
- Ability to effectively utilize financial management/accounting systems.
- Ability to import and export data and to develop spreadsheets.
- Analytical skill and ability to do statistical analysis.
- Strong organizational skills and ability to meet deadlines.
- Ability to work alone with minimal supervision or as an effective member of a work team.
- Ability to meet and deal with the public, business and community groups, as well as building and district administrators and staff.
- Knowledge of accounting and auditing principals.
- Skill in working with numbers and performing mathematical computations.
- Ability to effectively communicate in person, in writing, and over the telephone.
- Ability to work effectively in a stressful environment with numerous interruptions.
- Ability to adapt to new technology.
- A high level of attention to, and management of, detail information.

**Part V: Desired Qualifications**

- Experience with and knowledge of accounting systems and technology used in the District.
- Bilingual and bicultural skills

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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.

- While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak.
- Employee is required to perform extensive work at a computer display terminal for 6 – 8 per day.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.