

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Director Budget & Finance, performs a variety of complex and professional accounting duties related to the development, preparation, review, analysis, maintenance and adjustment of various District budgets, funds and accounts; develops and maintains financial statements and records, reports, and balance sheets; provides technical support and assistance to all areas of the Business Services Department.

REPRESENTATIVE DUTIES:

Perform a variety of complex and specialized accounting functions related to the development, preparation, review, maintenance and adjustment of District budgets, funds and accounts. E

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets, programs, grants, and bonds. E

Review, audit, and analyze records and reports to ensure accuracy, completeness, and compliance with established guidelines and procedures. E

Research, review, identify and correct errors and discrepancies to resolve financial issues. E

Initiate budget and fund transfers and adjustments as appropriate. E

Assures assigned accounting budget and finance activities comply with established standards and Generally Accepted Accounting Principles. E

Analyze and interpret new state and Federal legislation pertaining to numerous income schedules to determine impact on new and/or existing programs. E

Assist with the review, preparation and development of assigned budgets; analyze costs and provide recommendations concerning budgetary allocations and recommend adjustments. E

Provide support in year-end closing functions such as preparing and setting up payable and receivables for programs, processing and adjusting accruals, and reviewing and processing fixed asset depreciation. E

Assist in the year-end audit as directed, providing technical assistance in the fiscal information to outside auditors. E

Respond to inquiries and provide detailed information regarding accounts, budgets, standards, transactions, reports, regulations, and policies and procedures.

Provide guidance and training to staff members in collaboration with the Business Services Management Team.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.

Accounting and fiscal systems, policies, procedures and practices.
Generally accepted accounting and auditing principles, practices and procedures.
Applicable laws, codes, regulations, policies and procedures.
General accounting and business functions of an educational organization.
Policies and objectives of assigned programs and activities.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.
Operation of a variety of office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Coordinate and perform a variety of professional accounting and finance duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts.
Prepare and analyze comprehensive financial statements, accounting reports and statistical records.
Maintain accurate financial and statistical records.
Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.
Reconcile various fiscal statements to assure accurate fund accounting.
Evaluate financial and budgetary data and prepare recommendations.
Identify, research and investigate and resolve financial issues, errors and discrepancies.
Analyze data and ensure accurate accounting of funds including income and expenditures.
Work independently with minimal direction.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Plan and organize work.
Meet schedules and timelines.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Bachelor's degree in accounting or a related field and three years of increasingly responsible paid professional level experience in the field of auditing and accounting involving the preparation and analytical examination of financial statements and reports.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to retrieve and file materials.
Sitting for an extended period of time.

Board Approval: 8/10/22

PC Approval:

Range: 23.5