



## POSITION CONTROL ACCOUNTANT

Board Adoption Date: 03/22/23

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### **BRIEF DESCRIPTION OF POSITION:**

Under the direction of the Director, Fiscal Services, performs complex analytical and technical financial and budgeting work involving the position control function of the financial system; exercises independent judgment in general budget and authorized positions in accordance with established policies and procedures; manages budget updates; creates and/or compiles position allocation, position control, budget, and other related reports as directed, and performs a variety of other duties relative to assigned area of responsibility.

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

- a. Receives and reviews requests to establish new or fill existing vacant positions; ensures positions are authorized and funds are available;
- b. Sets up authorized positions in the position control system; establishes job codes for new jobs/classifications; creates and maintains position control records and logs; advises others on change of position, budget, and account codes as needed and in accordance with accounting manual requirements;
- c. Performs complex analytical and technical tasks involving the position control system for budget development and the preparation of the annual District budgets;
- d. Works closely with the Human Resources Department to ensure accuracy of position control records;
- e. Makes appropriate changes to positions and site or department budgets in accordance with personnel actions such as reclassifications, changes in position Full-Time Equivalency (FTE), or salary reallocations;
- f. Provides information to, and confers with, District administrators on staffing formulas and budgeting of positions;
- g. Acts as liaison with sites and departments to provide increased understanding of budget, position control and payroll issues;
- h. Creates and/or compiles position allocation, position control, budget, and other related reports as directed;
- i. Performs related duties and responsibilities as directed.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Federal, state, and local laws and regulations applicable to school/governmental accounting and budgeting
- Procedures and techniques of school budget preparation and position control
- Accounting theory, and generally accepted accounting principles and practices
- Financial analysis and research procedures
- 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 and budgeting principles

- Analyze, interpret, and evaluate accounting and budgeting problems
- Prepare accurate and complete budgeting forecasts and reports
- Examine and verify routine financial and budget 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 effectively and independently

**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

**REQUIREMENTS:**

**WORK YEAR:** Classified Employee, 12 month/8 Hours per day

**EDUCATION:** Bachelor's degree from an accredited college with major course work in accounting, finance or a closely related field (required).

**EXPERIENCE:** Three years of increasingly responsible technical experience in budgeting and accounting or related field, preferably in a school district (required). Experience in position control functions and procedures is desirable.

**OTHER:** Possession of a valid California Driver's license

**SALARY:** Classified Employee Range 29

**BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance