

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ACCOUNTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and participate in District accounting and fiscal record management; perform a variety of complex, technical accounting functions; prepare and maintain a variety of State, Federal and District financial records and reports.

ESSENTIAL DUTIES:

Plan, organize and participate in District accounting and fiscal record management; monitor and audit accounting functions and activities to assure compliance with established guidelines and procedures.

Perform a variety of complex, technical accounting functions; prepare and coordinate the preparation of various cash flow reports; reconcile and maintain cash flow projects; perform analysis of variances and month cash positions.

Maintain the General Ledger and related subsidiary ledgers; post, reconcile and monitor journal entries; make appropriate transfers as necessary, maintain the District Chart of Accounts.

Prepare and submit a variety of financial reports; prepare materials for the Board of Trustees and provide assistance in interpreting financial reports and accounting procedures as requested.

Maintains a set of financial records related to an assigned area of accounting; coordinates assigned area with other accounting functions.

Compiles, sorts, tabulates, compares and analyzes financial and statistical data.

Assures the accuracy of assigned accounts; interprets and applies rules, regulations, and practices.

OTHER REPRESENTATIVE DUTIES:

Performs complex accounting functions relative to Asset Management, Certificates of Participation, Qualified Zone Academy Bonds and coordinates district Medi-Cal and Medi-Cal Administrative Activities programs.

Prepares detailed construction project budget and expense reports and various other statistical and financial reports related to construction projects.

Administer the Medi-Cal Administrative Activities and Medi-Cal programs to assure compliance with applicable laws and to facilitate maximum reimbursable claims.

Coordinates with school sites, District departments and Orange County Department of Education to assure full and accurate Medi-Cal Administrative Activities and Medi-Cal claims are completed in a timely manner.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to the assigned supervisor.

Internal Contacts: Frequent contact with school and district personnel.

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External Contacts: Some contact with Medi-Cal personnel, construction vendors, bank personnel, auditors, Employment Development Department and employees of the Orange County Office of Education.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in accounting and auditing work.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

General accounting and business functions of a school district.

Financial, statistical research, and record-keeping techniques, practices, procedures and terminology.

Operation of a computer workstation and other office machines.

District organization, operations, policies and objectives.

Oral and written communication skills.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills; using tact, patience, and courtesy.

Applicable sections of the State Education Code, department specific regulations and other applicable laws.

Requirements and regulations related to Medi-Cal reimbursements.

ABILITY TO:

Prepare and maintain accurate financial and statistical records and statements.

Verify, reconcile, balance, audit and adjust assigned accounts.

Compare numbers and detect errors efficiently.

Utilize accounting and auditing practices and terminology applicable to public sector accounting.

Perform technical accounting duties, related assigned fiscal programs and activities.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work confidentially with discretion.

Operate a variety of complex software programs, including Powerpoint and Excel.

Perform work independently with minimal supervision and despite interruptions.

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Apply bookkeeping and financial record-keeping principles to the maintenance of assigned accounting records.

Type at thirty-five net words per minute from clear copy.

Plan, prioritize and organize work; and meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) Bachelor's Degree from an accredited college or university with a major in accounting, business administration, or a closely related field, and (2) four years of increasingly responsible experience involving account and financial record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver's license.

PHYSICAL DEMANDS:

The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move objects up to 20 pounds.

PREPARED BY: Classified Personnel Department

DATE: December, 2005

APPROVED BY: Board of Trustees

DATE: December 15, 2005