



## JOB DESCRIPTION

**Position Code:** 562  
**Management Group:** CSEA  
**Salary Range:** 41  
**Work Calendar:** 001  
Page 1 of 3

**POSITION TITLE:** Accountant

**DEFINITION:** Under general direction, responsible for performing technical accounting and budgetary duties of assigned district budgets and/or programs; prepares projections and estimates and monitors account activity to identify and resolve discrepancies; provides oversight and technical guidance to district staff to ensure income/expenditures are accurately reported to fiscal services. Ensures accurate collection, analysis, and processing of data. Completes schedules, studies, and reports according to established laws, codes, regulations, and standards. Performs complex analytical work with minimum supervision.

**DIRECTLY RESPONSIBLE TO:** Manager, Fiscal Services

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Prepare, audit, analyze, and verify financial reports and records.
2. Reconcile general ledger accounts.
3. Prepare month-end and year-end closing entries.
4. Prepare monthly budget-to-actual analysis and resolve variances with appropriate administrators.
5. Analyze, prepare, and review data for input into federal, state, and local financial reports.
6. Prepare and/or review cash flows and other data necessary in the preparation of financial reports.
7. Provide staff development and training in the use of the district's computerized financial systems and processes.
8. Oversee fixed assets inventory process.
9. Answer questions or concerns from administrators, clerical staff and the public requiring interpretation of complex laws, rules and regulations governing the district's accounting procedures and budget.
10. Monitor and update budget, accounting, and other related financial data, including preparation and tracking of monthly financial reports.
11. Analyze, evaluate, and develop procedures to meet needs of preparation, control, and coordination of departmental budgets.
12. Posts, examines, adjusts, balances, and reconciles accounting records; allocates funds to correct accounts; post budget transfers as needed.
13. Locates and resolves problems and determines corrective entries; uses judgment in balancing and reconciling differences within the record keeping system, resolving most problems without assistance.
14. Perform internal audits and assists external auditors by preparing documentation required for annual audits.
15. Perform professional level accounting work in accordance with a prescribed accounting system, federal and state laws, Generally Accepted Account Principles (GAAP) and California Schools Accounting Manual (CSAM).
16. Develop and maintain spreadsheets and generate a variety of computerized reports.

17. Coordinate and analyze costs and prepare budget projections.
18. Monitor compliance and collection of financial data for state, federal and local reimbursement in order to meet legal, fiduciary, and statutory regulations.
19. Compare and reconcile reports, forms, and other financial documents.
20. Perform other related duties as assigned that support the objective of the position.
21. Collaborates with other district departments to reconcile position control and ensure all district authorized positions are accurately reflected within district budgets and the position control system.
22. Provides technical guidance and oversight for assigned areas of responsibility to assist district staff at the site/program/department level.
23. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Any combination of training, education, and/or experience equivalent to graduating with a four- year degree from an accredited college or university with major course work in accounting, finance, or a related field. Accounting and budget experience in a school district or government agency is desired. A combination of a two-year degree and four years of related work experience in California School Finance may be substituted for degree or six years of related work experience in California School Finance.

### Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

### Knowledge, Skills, and Abilities:

- Knowledge of generally accepted accounting principles (GAAP), including California school district budgeting and accounting
- Knowledge of district objectives, operations and polices applicable to the fiscal servicesdepartment
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of modern office practices and procedures, including filing systems
- Knowledge of procedures and practices required in research, data collection, statisticalcomputation, and reports
- Knowledge of preparation of reports and financial documentation
- Ability to understand and follow verbal and written instruction
- Ability to learn, interpret, explain, and apply applicable federal, state, and local laws, regulations, rules, codes, policies, and procedures
- Ability to analyze and interpret fiscal data, draw logical conclusions, and prepare clear andconcise reports
- Ability to work independently, with minimum direction and make decisions within the framework of established guidelines
- Ability to establish and maintain records, and maintain confidentiality of privileged information obtained in the course of work
- Ability to establish priorities and meet deadlines
- Ability to perform research, compiling information from a variety of sources
- Ability to make mathematic computations quickly and accurately

- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to explain procedures clearly and accurately to district personnel
- Ability to perform clerical tasks with maximum efficiency and accuracy
- Ability to remain calm in stressful situations
- Ability to work effectively with all levels of district staff and the community
- Ability to maintain consistent, punctual, and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff with frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 11/17/2021