GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: ACCOUNTANT

DEFINITION

Under the Supervision of the Director of Business Services, performs technical accounting functions; assists in internal audits; budget preparation and adjustments; prepares cash flow projections; calculates financial projections; reviews, monitors and audits district funds and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a confidential position requiring a high degree of organizational, planning and general business skills which will be used to provide the best possible support services.

ESSENTIAL FUNCTIONS

- Monitors, audits and updates the District budget.
- Assists in the budget and expenditure control process to ensure adherence to the District's budgetary control guidelines and regulations.
- Performs reconciliation functions pertaining to the cash account, general ledger accounts and various revenue and expenditure items and accounts.
- Plans and participates in the budget development process and the cash flow and attendance accounting processes.
- Performs a variety of financial record keeping functions related to District accounting and budget control operations.
- Compiles, verifies and prepares account and budget transfers related to food service, adult education, other district funds and charter school funds.
- Prepares account and fund analyses.
- Operates a computer terminal inputting financial data into computer-assisted accounting and budget control system.
- Performs responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as, revenue, attendance, transportation, food service, purchasing, accounts receivable, accounts payable and Federal and State funded programs.
- Reviews purchase requisitions to ensure correctness of account codes, availability of funds and completeness.
- Performs a variety of financial record keeping functions related to District's accounting and budget control operations.
- Maintains journals, ledgers, and other accounting records.
- Prepares a wide variety of statistical and research data gathering activities.
- May process regular and supplemental payroll.
- May process payroll documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
- Coordinates the functions and activities of other accounting, payroll and budget personnel.
- Performs other duties as assigned.

REQUIREMENTS

- Type or keyboard at 45 net words per minute on a 5-minute timed writing (outside certificate is acceptable).
- Pass the General Clerical Exam administered by the district at the 70th percentile or above.

QUALIFICATIONS

Knowledge of:

•Manual and computer-assisted payroll record management systems;
•Practices and procedures of school district accounting and fiscal record management;
•Legal mandates, policies and regulations pertaining to accounting, payroll, and fiscal record management and reporting;
•Computer-assisted accounting systems and equipment;
•California school accounting legal mandates, practices, and procedures;
•Accounting, fiscal, budget planning and management systems and procedures.

Ability to:

•Perform responsible and complex accounting, payroll, budget and fiscal planning and management functions;
•Prepare fiscal, financial and narrative statements and reports in a clear and concise manner;
•Review, audit and verify financial statements and related summaries and reports, including computer-prepared management output reports;
•Interpret and effectively communicate accounting, payroll, and budget control policies, regulations and guidelines;
•Establish and maintain cooperative working relationships;
•Understand and carry out oral and written directions;
•Communicate effectively with staff with a broad range of experience and knowledge.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is considered. A typical way to obtain the required knowledge and skill would be:

Experience:

•Four (4) years of responsible experience in school business accounting, payroll, auditing and reporting.
•Previous school district experience.

Education:

•High School diploma or the equivalent, supplemented by coursework or training in payroll accounting and business practices and procedures.
•AA degree in accounting, business or related field preferred.