

Lead Financial Accountant

DEFINITION:

Under direction of the Director of Fiscal Services, performs a variety of technical accounting duties related to the preparation, maintenance, review and input of financial records and accounts.

QUALIFICATIONS:

Experience: Three (3) years of increasingly responsible professional accounting experience.

Education: Degree in accounting or CPA preferred. Additional approved qualifying experience may be substituted on a year for year basis with a minimum of four years of education and/or experience.

DISTINGUISHING CHARACTERISTICS:

- This classification is the lead in the accounting series. The Lead Financial Accountant with the coordination of Managers within the Fiscal Services Department will, train, support and give direction concerning compliance procedures to District staff and will be responsible for the overall financial health of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Fiscal Services, incumbent will:

- Review, train and support the work of staff who are responsible for performing a variety of responsible clerical, accounting and financial duties and who support an assigned accounting system, function, or program area; participate in performing the more complex work including providing technical support to assigned supervisory personnel; research and compile technical information related to area of assignment.
- Responsible for maintaining accurate general ledger reports and reconciliation of the district general ledger.
- Develop and maintain complex spreadsheets used in the preparation of various financial reports, projections, cash flow, trail balances, and analyses.
- Prepare financial, accounting, and statistical statements, analyses, documents, and reports; gather and organize data.
- Perform complex and technical accounting duties to review and ensure the accuracy and completeness of accounting data entered to the general ledger.
- Lead internal and external audits, providing supporting documentation, information on internal processes and/or coordinating activities in the audit process.
- Research, investigate and resolve financial issues, problems, errors, and discrepancies for the purpose of providing information and/or recommendations that impact the organization's operations.
- Monitor all fund balances and reconcile monthly to Cash in County Treasurer Reports. Analyze general ledger account balances, prepare related journal entries, and cash transfers as needed to keep integrity of all funds.
- Reconcile monthly bank statements for all district accounts, including County Treasurer reports.
- Assist in the preparation of the District budget as directed.
- Provide work direction and guidance to clerical, accounting and other support personnel as assigned.
- Maintain accounts receivable, including prior year transactions.
- Maintain chart of accounts and assign codes in accordance with State reporting requirements.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

KNOWLEDGE:

- Generally accepted accounting and auditing principles, practices and procedures.
- Financial, statistical, and fiscal record-keeping principles.
- California School Accounting Manual (CSAM)
- Standardized Account Code Structure (SACS)
- Preparation of comprehensive accounting reports.
- Applicable sections of State Education Code and other applicable laws.

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- District organization, operations, policies, and objectives.
- Computer based software programs that support this level of work.
- Oral and written communication skills.

ABILITIES AND SKILLS:

- Maintain and review complex records and accounts.
- Identify, investigate, and resolve financial errors and discrepancies.
- Compare numbers and detect errors efficiently.
- Perform technical and complex accounting work in preparation, maintenance, review and input of financial records, accounts, and reports.
- Plan, prioritize, and organize work to meet deadlines, schedules, and timelines.
- Work cooperatively as a supportive, collaborative team member.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.