

FINANCIAL ACCOUNTANT**DEFINITION:**

Under direction of the Under the direction of the Director of Fiscal Services, performs complex, technical and professional accounting, cash management, and auditing duties related to the maintenance and reporting of the district's financial and statistical records and reports; performs analytical, forecasting, planning and/or advisory duties in the area of accounting and auditing; compiles data and information for the annual budget and other special financial reports; performs other work as required.

QUALIFICATIONS:

Experience: Minimum of two years increasingly responsible in-depth accounting and financial experience in a school district or government agency.

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 is a one-position classification and is the specialist or lead level of the accounting series. The emphasis is on the performance of duties rather than supervision. Incumbents are expected to perform complex accounting, fiscal analysis and auditing duties in a highly independent manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Responsible for maintaining accurate general ledger reports and reconciliation of the district general ledger.
- Monitor all fund balances and reconcile monthly to Cash in County Treasury Reports. Analyze general ledger account balances and 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.
- Reconcile monthly payroll with the County Office of Education. Review and reconcile monthly payroll taxes, PERS/STRS retirement accounts and liability accounts. Research and reissue stale dated warrants. Prepare net pay cancel entries.
- Review, reconcile, and prepare adjusting entries for payroll benefit accounts, AP revolving, and clearing accounts.
- Provide data to County Office of Education and other agencies for annual W2s, sales/use tax, and other tax reports.
- Prepare a variety of specialized and/or complex county, state and federal reports, statements, and/or forms.
- Develop and maintain complex spreadsheets used in the preparation of various financial reports, projections, cash flow, trial balances, and analyses.
- Provide specialized calculations and analysis support in the research, collection, and compilation of data for financial and statistical reports.
- Assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies.
- Monitor cash flow and fund releases for construction projects, including general obligation funds, certificates of participation, and developer fees. Coordinate bank transfers and wire transfers.
- Serve as a resource for program directors in developing and modifying budgets to meet program needs. Initiate and recommend budget adjustments. Verify and analyze site and department financial records and reports. Resolve problems and discrepancies, and make revisions as necessary.
- Assist with internal accounting and external audit processes. Provide information for annual district and federal audits related to all funds.
- Assist in the area of accounts receivable, including prior year transactions.
- Maintain chart of accounts and assign codes in accordance with State reporting requirements.
- Assist in the development of District budgets, interim reporting, and year-end closing, including reconciliation of position control, budget and payroll.
- Provide training and technical assistance to staff. Assist in development of department-related training materials, procedure manuals and handbooks. Assist with in-service and on-site trainings.
- Performs other related duties and tasks as assigned.

KNOWLEDGE:

- Generally accepted accounting principles, including California school district accounting, payroll, and budgeting
- California School Accounting Manual (CSAM)
- Standardized Account Code Structure (SACS)
- Financial and statistical record-keeping techniques

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- Research, data collection, and financial analysis
- Preparation of reports and financial documentation
- Applicable laws, codes, regulations, standards, policies and procedures
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheets, custom databases, and financial management systems
- Modern office practices, procedures and equipment use

ABILITIES AND SKILLS:

- Analyze and interpret fiscal records and documents
- Research, retrieve, and organize data to prepare reports and financial documentation
- Prepare and maintain accurate and complete financial summaries, records and reports
- Design analytical spreadsheets for use by staff
- Identify, investigate and resolve financial errors and discrepancies
- Compare numbers and detect errors efficiently
- Perform arithmetical calculations with speed and accuracy
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Operate standard office equipment including a computer, calculator and assigned software
- Understand and communicate both orally and in writing in a clear, concise manner
- Plan, prioritize, and organize work to meet deadlines, schedules and timelines
- Work independently with minimum supervision and make sound decisions necessary in the function of the position
- Establish and maintain cooperative and effective working relationships
- Display interpersonal skills, including tact, patience and courtesy

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 here 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.