



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SENIOR ACCOUNTANT
REPORTS TO: Director of Fiscal Services/Budget **SITE:** District Office
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 261
APPROVED BY THE BOARD OF TRUSTEES: JUNE 11, 2020

JOB SUMMARY:

Under the direction of the Director of Fiscal Services/Budget and Student Nutrition, perform responsible professional modern accounting duties in the establishment and maintenance of the District's financial records and reports; coordinate and assist in directing, overseeing and monitoring the work of accounting department staff; perform complex and accurate fiscal and budget analysis, reconciliations, and postings; prepare and assist in the preparation of financial statements, reports, project proposals, and attendance reports; create, organizes and maintains files using database and spreadsheet programs; perform audits of records and project expenditures for compliance with GAAP, Federal and State laws and regulations; reconcile District accounting activities with County records; and perform related work as required, consistent with the job description. Perform daily, monthly and annual operational and clerical accounting for Student Nutrition; and perform other related job duties.

ESSENTIAL FUNCTIONS:

1. Perform specialized budgeting and accounting functions requiring knowledge of specific budgeting and accounting procedures.
2. Research complex problems to their conclusion and work with supervisor to assure resolution of such problems.
3. Review and prepare budgets and fiscal analysis, statements, and reports for accuracy, completeness and compliance with District policy and procedure.
4. Prepare monthly financial statements, tax and fee payments, state and federal reports and claims, and a variety of periodic and special statistical and financial reports, summaries and analyses; and ensure accurate electronic file transmissions.
5. Review District's independent audit reports for noncompliance items, proposes and implements compliant procedures; and schedules due dates for required information.
6. Audit records, project revenues and expenditures and internal controls for compliance with GAAP, SACS, Federal and State laws and regulations.
7. Open, maintain, balance, adjust and close in a timely manner District accounting records; prepare journal entries and post, balance and audit entries for compliance with accounting principles and District policies.
8. Perform on-site audits of District operations.
9. Implement, collaborate and troubleshoot to support new and ongoing software changes.
10. Conduct research on Student Nutrition application discrepancies.
11. Maintain, balance and reconcile District ledgers/records to County records and reports.
12. Reconcile County cash, bank statements, general ledger accounts, and prepare cash flows as needed.
13. Prepare, revise and/or coordinate the preparation of payroll, receivables, and payable reports and analysis as needed.
14. Prepare narratives, reports findings and makes recommendations.
15. Prepare and/or coordinate the compiling and filing of various reports with other governing agencies.
16. Develop and conduct in-service training to provide technical assistance and guidance to department and school site personnel on budgets, fiscal accounting, pupil attendance, and related software programs.

17. Provide lead guidance, training and assistance to accounting staff in problem resolution, interpretation and application of District policy and procedure, and decision-making; assist in establishing new or modified accounting procedures and methods within the department.
18. Serve as a lead contact to other staff within other departments and school sites on the status of their accounts.
19. Act as liaison and resource for District and County staff, school site personnel, and others regarding problem resolution, accounting procedures and standards, and general accounting information.
20. Develop and update operating and instruction manuals, as it relates to the job duties.
21. Review entries and resolve discrepancies with daily employee time management entries for supervisor approval.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION:

- Graduation from a four-year college with a degree in Accounting, Finance, Public or Business Administration.
- Certified Public Accountant is preferred.

EXPERIENCE:

- Minimum four years professional accounting experience performing varied financial analysis, auditing, budget development, record-keeping and report preparation duties.
- Minimum of one year of California School District or County Office of Education experience preferred, specifically with State Reporting of Attendance and Finance.

KNOWLEDGE OF:

- Generally accepted accounting principles, particularly as applied to school and governmental accounting.
- Laws, codes, regulations, policies, procedures and practices governing State school accounting and fiscal systems.
- Methods, procedures and terminology used in professional accounting work.
- Bookkeeping and financial record-keeping principles.
- Modern office practices and procedures, including operations of common office equipment and computer hardware and software.
- Intermediate to advance excel skills, Microsoft products and Adobe.
- District organization, operations, policies and objectives.

ABILITY AND SKILLS EXPERIENCE:

- Bilingual Preferred - Spanish
- Exercise sound independent judgment.
- Establish effective accounting systems and procedures.
- Interpret and apply accounting regulation and procedures, relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- Establish and maintain accurate financial records and files.

- Prepare and present clear, accurate and comprehensive financial statements.
- Track projects; prepare budget transfers; and analyze accounts.
- Analyze and resolve problems and draw accurate conclusions.
- Organize, coordinate and review work.
- Prepare and provide training and assistance to administrative and technical personnel in accounting and fiscal record keeping.
- Operate a personal computer and recommend appropriate software as needed.
- Work independently and using sound judgment within the framework of policies, procedures and guidelines.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Use interpersonal skills including tact, patience and courtesy.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment subject to constant interruptions.

PHYSICAL REQUIREMENTS:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech sufficient to enable communication by telephone and in person.
- Stamina sufficient to sit or stand for extended periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Assignment requires lifting 30 lbs. maximum or carrying any object weighing 20 to 30 lbs.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must maintain a valid California Driver License, and willingness and ability to travel to various sites.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.