Job Description

Alameda Unified School District

Accountant - Revenue

Purpose Statement

The job of Accountant - Revenue is done for the purpose/s of providing support to department activities with specific responsibility for ensuring that cash and cash equivalents are secured, documented, processed and reported; reconciling bank accounts and ledgers; invoicing,and maintaining accurate account balances;.

This job reports to Assigned Administrator

Essential Functions

- Analyzes financial information (e.g. budget vs actual, daily receipts, bank statements (all departments), assigned funds, etc.) for the purpose of identifying variances, compiling information, and ensuring compliance with established financial practices and regulatory requirements.
- Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.
- Collaborates with other administrative personnel and/or outside agencies (e.g. district personnel, other district's personnel, outside auditors, government agencies, community organizations, armored car services, etc.) for the purpose of implementing and maintaining services and/or programs in accordance with established policies, practices, laws and/or regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. site and employee training, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in a wide variety of activities related to receipt and disbursement of cash (e.g. ordering armored car service; preparing checks for signature; creating invoices; clearing receivables; developing forecasts; journal entries; revenue collection and budgeting, etc.) for the purpose of supporting the daily transaction activity, budgeting, and forecasting.
- Prepares a wide variety of revenue-related documents (e.g. reports, operating recommendations, policies, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends policies, procedures and/or actions on issues that relate to district revenue for the purpose of providing direction and/or making decisions for the district.
- Reconciles fiscal information and account balances (e.g. general ledger, bank accounts, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Responds to inquiries from a wide variety of internal and external sources (e.g. staff, vendors, government agencies, Alameda Co Office of Education, etc.) for the purpose of providing information, direction and/or appropriate referrals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	6/14/2022	42

Revised Date