

CLASSIFIED JOB DESCRIPTION

ACCOUNTANT

JOB SUMMARY:

Under general administrative direction from the Director of Fiscal Services, performs detailed accounting work in the preparation and maintenance of revenue and expenditure records in accordance with the *California School Accounting Manual*; provides budgetary projections; completes federal and state reports as required; and focuses on the reporting and projection of revenue and expenditures including fiscally independent charter schools in the District.

ESSENTIAL JOB FUNCTIONS:

- Assists in the budget development process, including the projection of revenues and expenditures.
- Interacts with District staff to assist schools and departments in monitoring various budgets; initiates budget adjustments as needed.
- Provides support to administrators to formulate budgets; reviews and monitors compliance to grant criteria.
- Reviews operating program staffing requirements; receives personnel action requests from sites and departments; conducts research to ensure staffing and budget allocations are within budgetary limits; discusses allocation and expenditure levels with principals and other District staff.
- Designs financial reports to simplify the budget oversight role for administrators and others.
- Prepares financial analysis and interprets to staff and others.
- Communicates with federal, state and local granting entities to exchange information, resolve issues or concerns and coordinate activities.
- Completes federal, state, and local fiscal reports as required for reporting or reimbursement.
- Inputs financial data; establishes and maintains automated record files; initiates queries, develops spreadsheets, and generates a variety of reports and documents; reviews completeness and accuracy of input and output of data.
- Provides regular reports of revenues and expenditures including independent charter schools.
- Analyzes all District support costs made in conjunction with schools and determines an appropriate allocation method.
- Assists in year-end closing process and input of journal entries and budget adjustments.
- Analyzes cash balances and prepares a cash projection for all District funds.
- Advises District staff on the proper account numbers to be used in various situations based on the *California State Accounting Manual*.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience in school district financial accounting including budget processes; year-end closing; and completion of federal, state, and local financial reports is highly desirable.
- Ability to communicate orally and in writing; establish and maintain cooperative and effective

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working relationships with others; assimilate and evaluate data in order to prepare sound recommendations; prepare clear and comprehensive reports; develop computer spreadsheets that provide accurate and meaningful information; and interpret, apply, and explain laws, codes, regulations, policies, and procedures.

- Knowledge of current California (K-12) school accounting practices and principles desirable; governmental fund accounting desirable; and modern business office management, practices, and procedures.
- High school diploma or GED required.
- Bachelor's degree in accounting, business administration, public administration, or related field highly desirable. Experience in finance may be considered in lieu of a Bachelor's degree.

Classified Salary Schedule: Range 41
BOARD APPROVED: 08/15/00
REVISION DATES: 06/26/01
04/11/18
07/16/23
08/09/2023