

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: LEAD ACCOUNTANT (Range 39)**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Director, train and provide work direction to staff concerning school/department budgets, expenditures and compliance procedures. Perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the District; provide technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements.

#### **REPRESENTATIVE DUTIES:**

Lead, plan, train, review and participate in the work of staff who are responsible for performing professional accounting work in accordance with a prescribed accounting system and Generally Accepted Accounting Principles. *E*

Evaluate internal accounting procedures, methods and controls and provide recommendations for improvement. *E*

Research complex problems to their conclusion and work with supervisor to assure resolution of such problems. *E*

Lead in developing and conducting training to district personnel and accountants. Develop and maintain operating procedures and/or instructional manuals. *E*

Lead with and/or coordinate audits with independent auditors including but not limited to researching issues and responding to audit findings. Manages and coordinates internal ASB audits with school sites. *E*

Serve as a lead contact, provide guidance, direction and train Accountants. *E*

Prepare a variety of comprehensive financial statements; prepare and maintain records and reports for various accounting areas, including expenditures and revenues, payroll, ledger accounts and accounts payable and receivable; maintain efficient and effective record-keeping systems and audit trails. *E*

Prepare, review and correct school, department and County budget and expenditure transfers; verify account numbers and related information; analyze budget documentation to assure that expenditures are properly charged and do not exceed appropriations; make recommendations accordingly. *E*

Input and maintain payroll and fringe benefit expenses and encumbrances information. *E*

Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies; coordinate activities with other departments and District personnel. *E*

Analyze data and prepare projections, financial statements and reports providing statistical and financial information. *E*

Create and distribute monthly ledgers for assigned accounts; balance revenue and expenditure ledgers to County ledgers; assure compliance with account balances and County ledgers; update and maintain ledgers according to established procedures. *E*

Implement and maintain accounts payable and accounts receivable systems and reporting; assure complete and accurate account reports. *E*

Prepare and maintain bank reconciliations for various accounts according to District procedures. *E*

Operate a personal computer and related software applications. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### ***KNOWLEDGE OF:***

Accounting and fiscal systems, policies, procedures and practices.

Generally Accepted Accounting Principles applicable to school accounting.

Bookkeeping and financial record-keeping principles.

State school accounting laws, practices and procedures.

The types and uses of modern accounting office machines.

Data processing methods and procedures.

Modern office practices, procedures and equipment.

District organization, operations, policies and objectives.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal and related software applications.

Presentation skills.

Technical aspects of the field of specialty.

### ***ABILITY TO:***

Perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the District.

Provide technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements.  
Maintain a variety of fiscal records, accounts and funds.  
Analyze and resolve problems and draw accurate conclusions.  
Prepare clear and accurate financial statements.  
Operate a personal computer and recommend appropriate software needed.  
Work independently with little direction.  
Train and provide work direction to others.  
Present materials to small or large groups.  
Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Plan and organize work.  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Read, interpret, apply and explain rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

A bachelor's degree in accounting, finance or related field and three years increasingly responsible professional accounting experience.

**WORKING CONDITIONS:**

*ENVIRONMENT:*

Office environment.

*PHYSICAL ABILITIES:*

Sitting or standing for extended periods of time,  
Dexterity of hands, wrists and fingers to operate a computer keyboard and calculator.  
Seeing to read various statistical data.  
Bending at the waist to retrieve materials.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License  
Must have access to a vehicle with valid automobile insurance