Position: Accountant	FLSA: Non-exempt
Department/Site: Financial Services	Salary Grade: 18
Evaluated by: Director of Financial Services	

OVERALL OBJECTIVE AND SUMMARY

Under the supervision of the Director of Financial Services, performs complex technical work involving: program budget control and analysis; position control maintenance; calculation of salary agreements; and compilation of various reports for management and for county, state, and federal government. Assists with program and district-wide budget development. Serves as a lead level of the Account Technician series.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with the Human Resources Department to maintain and update the position control system for the District.
- Calculates salary agreements.
- Performs technical calculations and analyses to prepare all parts of the annual program and/or District budgets.
- Assists with budget development.
- Reviews, analyzes, and processes budget adjustments as needed.
- Assists the Director of Financial Services with compiling and verifying various reports for submission to management and to county, state, and federal offices.
- Assists in forecasting revenues and expenditures.
- Performs technical calculations needed to project program and/or District income.
- Performs monthly and yearly statistical analyses and comparisons of program expenditures vs. the approved budget.
- Assists in working closely and cooperatively with designated program managers/directors and/or site administrators in budget development and maintenance to prevent over expenditures. advises staff if a budget revision or reduction in expenditures is necessary.
- Helps perform monthly reconciliation of position control to payroll records to ensure that the District has hired and/or filled approved positions only.
- Receives, analyzes, and prepares budget revisions for submission to the Board of Trustees.
- Assists with closing of the District's books.

- Forwards requisitions to designated program manager/director whenever there is a question in account coding.

- Develops complex computer aided spreadsheets used in the preparation of various financial reports, projections, and analyses.

- Assists in developing department procedure manuals and handbooks.

- Prepares journal entries to correct coding errors in payroll and department/site operating budgets.

- Performs duties independently and interprets and applies District policies, state and federal laws, mandated requirements for specially funded programs.

- Serves as a budget resource for District program administrators.

- Assists in the management of the general ledger.

- Provides back-up support to other staff members in the Financial Services Department.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Methods and practices of budgeting and financial record keeping.
- Generally accepted accounting principles and procedures, preferably including California school district budgeting and accounting.
- Data processing systems and applications in the field of budgeting and accounting.
- Account number structure and correct use of object codes.
- Financial and statistical record keeping techniques.
- Office practices, procedures and equipment, including filing systems, letter and report writing.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data entry into custom data bases.
- Interpersonal skills using tact, patience, and courtesy.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Telephone techniques and etiquette.
- Oral and written communication skills.

Ability to:

- Operate general office equipment.
- Work occasional evenings and/or weekends.

- Enter data onto standardized formats, using computerized data base programs by basic keyboarding or 10-key skills and calculators.

- Perform arithmetic operations quickly and accurately.
- Prepare and process financial, statistical, accounting and purchasing documents, records, and materials.
- Maintain accurate financial and statistical records.
- Meet schedules and time lines.
- Verify, post, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Apply and explain policies, procedures, rules, regulations and Education Codes involved in assigned activities.
- Work confidentially with discretion.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying skills test.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand-eye coordination to use a keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to recognize alphanumeric data.
- Some walking, standing, stooping, occasional carrying and lifting of lightweight materials.
- Speaking and hearing ability sufficient to hear over a phone and carry on conversations.

EDUCATION AND EXPERIENCE

An Associates of Arts degree in accounting or business administration is required. Five years of increasing responsibility in complex statistical accounting work, preferably including financial or accounting experience in a California school district is desired.

LICENSES AND CERTIFICATES

- Typing certificate for 40 wpm
- Associates of Arts degree or higher