

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACCOUNTANT-FINANCIAL

DEFINITION:

Under the supervisor of Director of Internal Fiscal Services or designee, the Accountant-Financial performs complex budgeting and accounting functions; conducts financial, statistical and analytical studies; prepares and assists in the preparation of financial reports, statements, and claims for reimbursement according to prescribed guidelines, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Director of Internal Fiscal Services or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting:

- Performs complex accounting functions for the County Office, including internal office departments and programs, and for school districts as needed.
- Assists in maintaining the chart of accounts and assigns account codes in accordance with state reporting and local management requirements.
- Reviews and reconciles account and fund cash balances.
- Prepares correction accounting entries.
- Reviews documents and claims for accuracy, completeness and uniformity to rules, regulations, and laws.
- Retrieves and prepares data and documentation needed for Medi-Cal reimbursements.
- Monitors tenant leases and calculates rent changes and prepares communications to tenants.
- Prepares invoices as assigned.
- Prepares expenditure reports and delivers fiscal documents for grants as assigned.
- Calculates interest earned on federal programs and reports to CDE.
- Coordinates, prepares, and reviews year-end closing process and documents.
- Reviews and monitors accounts receivable and accounts payable.
- Performs periodic review of financial reports and verifies accuracy and fiscal solvency.
- Collects, retrieves, and organizes data to identify financial discrepancies and resolve client inquiries.
- Recommends solutions to clients and staff ensuring that corrections or changes are implemented properly.

Budgeting:

- Coordinates the development of multiple budgets for federal, state and local grants, and maintains communication with clients regarding the same.
- Provides information and assists staff and administrators in budget preparation, implementation, and control.
- Prepares, balances, compiles and enters budget data.

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- Performs statistical analysis of cash flow and budgets.
- Monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.

Communications and Technical Support:

- Provides information and technical support in the development and revision of internal policies and regulations.
- Assists in reviewing proposed contracts and fiscal reports for adherence to rules and regulations.

Financial Reporting:

- Prepares complex financial reports as mandated by the administration, California Department of Education, and other agencies.
- Assists in compiling data and interpreting legal reporting requirements and regulations.
- Creates and maintains statistical reports.
- Plans and monitors timelines to meet strict deadlines in report regulations.
- Reviews grant letters and funding entitlement reports.
- Reviews and verifies statistical and financial information including independent audit reports and long-term debit documents.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Any combination of education and training equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in accounting and business procedures.
- Increasingly responsible experience in budgetary analysis and complex accounting procedures.
- Recent related experience in a school district or public agency preferred.

Knowledge of:

- Generally accepted accounting principles and procedures in governmental agencies.
- Complex budgeting and accounting functions.
- Use and application of online payroll/accounting systems.
- Standard software applications.
- Principles and techniques of budget preparation, administration, statistical methods, technical writing, and related record keeping.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

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Skills and Abilities:

- Research, retrieve and organize data to prepare reports and financial documentation.
- Analyze and audit data to detect, and correct errors.
- Operate standard office equipment.
- Set up and maintain spreadsheets and databases.
- Accurately perform complex mathematical computations.
- Organize and maintain accounting records.
- Coordinate a variety of projects simultaneously.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Adapt to changing program needs.
- Establish and maintain positive working relationships with external clients.
- Interpret and explain complex rules, regulations, policies and procedures.
- Make decisions on a variety of complex matters in accordance with established procedures.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community members.

Physical Requirements:

- Bending at the waist, kneeling, or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions.

Licenses and Certifications

- Valid Class C Driver's License.
- Provide proof of automobile insurance, if driving personal vehicle for work.

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Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

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