Job Description

Marin County Office of Education

Accountant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Accountant is done for the purpose/s of analyzing financial information; auditing financial documents and transactions; compiling statistical and financial data; monitoring expenditures against budget; preparing and processing accounting activities; preparing and submitting documents and reports; providing technical expertise to staff and districts; reconciling fiscal information and account balances; and, guiding and training department staff. Specific job functions may be as assigned.

This Job reports to Assigned Supervisor

Essential Functions

- Analyzes financial information (e.g. general ledger accounts, costs, local tax revenues, district audits, etc.) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Audits financial documents and transactions for the purpose of ensuring the accuracy of financial information, detecting errors and fraud, processing correcting entries, and complying with legal and regulatory requirements.
- Collaborates with a variety of internal and external individuals and groups (e.g. county personnel, auditors, funding agencies, Internal Revenue Service, California Department of Education, etc.) for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.
- Compiles statistical and financial data (e.g. income/expenditure reports, forecasting, budget overviews, etc.) for the purpose of providing third-party reporting; developing budget recommendations; providing financial summaries to other personnel; and/or ensuring compliance with established guidelines.
- Guides, presents to, and trains department staff for the purpose of monitoring workflow and ensuring proper accounting practices and compliance with the fund account and generally accepted accounting principles.
- Monitors expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.
- Plans and conducts team/department meetings, in-service trainings, and/or workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares and submits a variety of documents and reports (e.g. financial records and statements, sales and use tax, canceled checks, contracts, MOUs, etc.) for the purpose of meeting reporting deadlines, documenting activities, balancing and processing corrections, meeting compliance requirements, and/or providing written documentation.

- Prepares and processes a variety of accounting activities (e.g. accounting projects and annual reports, accounts receivable/payable transactions, payroll/benefits/taxes, etc.) for the purpose of facilitating activities in support of audit processes, maintaining financial integrity and transparency, ensuring financial accuracy, and meeting legal and regulatory requirements.

- Provides technical expertise to staff and districts on accounting issues and related financial activities for the purpose of conveying pertinent information regarding the organization's financial operations and ensuring compliance with established policies, practices and regulatory requirements.

- Receives and posts various revenues (e.g. ACH, wires, checks, cash, etc.) for the purpose of ensuring proper revenue classification and accurate posting to county funds and internal financial system.

- Reconciles fiscal information and account balances (e.g. general ledger accounts, discrepancies, cash flow statements, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.

- Responds to a variety of internal and external inquiries (e.g. account entries, regulations, tax communication, 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 potential need to 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; analyzing financial and statistical information; and, preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting, auditing and bookkeeping including general ledger, fund accounting, program accounting, and subsidiary ledger management; general governmental accounting practices; budget preparation and maintenance; office practices and procedures; and, pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with 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 data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; maintaining confidentiality; working with detailed information; and, working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. 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, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in accounting or related field, with progressive experience in a school district or county office preferred.

Education: Community college and/or vocational school degree with study in job-related area.

Education (Preferred): Bachelor's degree in job-related area.

Equivalency: Equivalent work experience may be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date