CLASSIFIED CONFIDENTIAL			
Work Location	Roseland School District Office	**Responsible To**	Chief Business Official
Work Year	12 months	**Hours**	Full-time (8 hours per day)
Salary	Appropriate step on the District Accountant Salary Schedule	**Benefits**	Eligible for District Benefits

DEFINITION:
Under the direction and supervision of the Chief Business Official (CBO), the District Accountant assists the CBO with coordinating and performing technical business and accounting work involved in all operations of the business office including: financial reports, budgets, payroll, accounts payable, accounts receivable, contracts, and risk management.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

- Assists in the preparation and development of the district's and charter's annual budgets and special program budgets including: Special Education, food service, maintenance & operations, construction projects, and transportation
- Performs technical accounting work and assists with preparing financial reports including interim reports, unaudited actuals, expenditure reports, cash management for federal programs, consolidated applications, and Special Education
- Supports and assists with daily business operations including budget control, payroll, benefits, accounts payable, purchasing, accounts receivable, revenue distributions, food service program, and risk management
- Assists with training business staff to maximize work efficiency, productivity, and accuracy to continually improve business services
- Responsible for attendance accounting and reporting; instructs and assists school site personnel with technical attendance procedures and record keeping; prepares the annual attendance calendar; and calculates instructional minutes
- Oversees the school sites' ASB accounts; Assists with technical accounting, record keeping, and reconciliation of bank accounts
- Oversees and assists with management of all external bank accounts including revolving/clearing and cafeteria program accounts
- Responsible for the district's and charter's inventory management of non-capitalized equipment and furniture
- Coordinates the annual external audits; provides documentation and back-up as requested by the auditors; schedules and prepares for audit visits with district and site staff
- Responsible for timely deposits to the County Treasury and maintenance of financial records

- Assists with developing and implementing new or updated business systems, procedures, processes, and forms to maximize efficiency, ensure adequate budgetary and internal controls
- Provides support with budgeting and record-keeping of construction projects, Prop 39-CA Clean Energy Jobs Act projects, Bond Measure programs, Mitigation/Developer Fees, and other projects and programs
- Coordinates the collection of mitigation/developer fees and assists with related reporting, auditing, and accounting procedures
- Performs monthly and/or on-going accounting duties including journal entries, budget transfers, cash flow, revenue and expenditure analysis
- Assists with preparing data and financial analysis for collective bargaining and union contracts
- Assists with overseeing site budgets and assists school sites with business and operational matters
- Coordinates property & liability insurance matters; acts as liaison with RESIG for annual property updates and insurance claims
- Coordinates procurement procedures for contracts including leases, services, and large purchases
- Coordinates and assists with developing and maintaining facility use request procedures and trains appropriate staff
- Assists with annual closing and opening procedures
- Assists the CBO with secretarial/administrative support functions including composing and typing letters, emails, business office policies and procedures; develops and maintains the business office's annual budget calendar and calendar of pertinent deadlines or tasks; and maintains business files and records
- Attends school finance/business related workshops, trainings, and meetings as requested
- Assists with special projects as requested by the CBO or Superintendent
- Other duties as assigned

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- General accepted accounting procedures and standards including automated financial record-keeping
- ESCAPE financial system is highly desirable
- Public school management, operations, and pertinent education codes, laws, and regulations;
- Financial analysis and research techniques
- Standardized account code structure (SACS)
- School accounting principles and practices, budgeting, payroll concepts, financial controls
- Auditing theory and practice

ABILITY TO:

- Exercise independent judgment
- Understand, analyze, and disseminate complex financial data
- Plan, organize and prioritize own work to meet deadlines and goals
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change
- Understand and apply principles, techniques and procedures required for effective job performance
- Provide guidance to business team members in a helpful, positive, and respectful manner
- Effectively communicate in both orally and written

EDUCATION AND EXPERIENCE:

- Any combination of education and experience that would likely provide the knowledge and abilities. Typical ways to obtain the knowledge and abilities would be:
- BA/BS degree from an accredited college with major in accounting, business administration, public administration, or related field and at least two years of proven successful experience in an increasingly responsible position directly related to public school finance/ business;
- or
- Successful completion of a California Association of School Business Officials (CASBO) business certification program (i.e., School Business Professional) and at least two years of proven successful experience in an increasingly responsible position directly related to public school finance/business;
- or
- At least four years of proven successful experience in an increasingly responsible position directly related to public school finance/business.

Board Approval: October 8, 2017