Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ACCOUNTANT

Classification:	Confidential	Work Year:	251 Days
Department:	Fiscal Services	Board Approval:	08/19/2004
Reports To:	Chief Fiscal Officer	Work Year Revision:	02/19/2009
Salary Range:	Confidential Salary Schedule	Format Revision:	10/30/2009

BASIC FUNCTION:
Plan, organize, manage, and perform general accounting and fiscal functions of district accounts; prepare and assure accuracy of financial reports; including student attendance accounting, accounts payable, accounts receivable, purchasing, developers fees, State construction projects and State mandated claims; provide training on district accounting.

DISTINGUISHING CHARACTERISTICS:
This job class has been designated "Confidential" by the Board of Trustees in accordance with the Rodda Act.

REPRESENTATIVE DUTIES:

- Prepares, processes, and accesses confidential information that is used to contribute to the development of management positions with respect to employer-employee relations.
- Plans, coordinates, manages, and performs general accounting functions of assigned district accounts; creates and maintains accounting records and reports for the district fiscal services.
- Processes, monitors, and updates State mandated claims reimbursements and records; receives approved mandates and gathers related information.
- Reconciles year-end closing account activities; records liabilities and revenue transactions.
- Prepares deposits, reconciles bank statements, and monitors status of assigned accounts.
- Prepares, develops, and processes estimates for budgetary purposes.
- Assists in development and verification of reports for State funded capital improvement projects as required.
- Manages receipt, deposit, and posting of developers' fees.
- Receives and maintains student attendance records and reports.
- Prepares accounts payable vouchers for disbursement; assures accuracy of payment vouchers as required.
- Verifies and prepares financial entries according to established procedures.
- Provides training and information on district accounting.
- Performs accounting, audits, and reconciliations of student body accounts.
- Provides information related to student body rules and guidelines to school site staff as necessary.
- Operates computer, typewriter, calculator, copier and other office machines.
- Performs other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to bachelor's degree in business administration, accounting, or closely related field
- Two years increasingly responsible experience in financial and statistical record keeping preferably in California public school accounting

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Provide personal automobile

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting and auditing principles, practices and procedures;
- Financial and statistical record-keeping techniques;

- Preparation of comprehensive accounting reports;
- Applicable sections of State Education Code and other applicable laws related to payroll and mandates;
- Operation of a computer terminal;
- Current computer software applications;
- District organization, operations, policies and objectives.

ABILITY TO:

- Plan, organize and participate in financial and statistical record-keeping activities;
- Provide training on district accounting;
- Maintain and audit fiscal records and accounts in a school district;
- Perform difficult and complex accounting work;
- Assure compliance with applicable District policies, procedures and governmental regulations;
- Apply applicable sections of State Education Code and other applicable laws;
- Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations;
- Operate a variety of office equipment such as a computer terminal and related software applications;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and time lines;
- Communicate effectively both orally and in writing;
- Coordinate and monitor clerical accounting assignments and activities.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements;
- Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment;
- Seeing to read and assure accuracy of financial records and documents;
- Hearing and speaking to exchange information;
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.