

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

**CCEE Administrative Agent Professional Expert Description
CCEE Senior Accountant**

THE POSITION:

Under the direction of the Fiscal Director, the Senior Accountant plans, organizes and oversees the daily financial operations; plans and coordinates a wide variety of financial and business system services. Leads payroll, accounts payable, accounts receivable, accounting functions, and year-end closing statements. Under supervision of the Fiscal Director, supports the budget development process. Works in collaboration with members of the Marin County Office of Education Administrative Agent team in support of the California Collaborative for Educational Excellence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification.

- Performs professional and technical accounting work in the maintaining and preparing financial records and preparation of financial reports for CCEE and its Administrative Agent
- Under the direction of the Fiscal Director, prepares annual budget, budget revisions and final accounting reports for both the CCEE and the Administrative Agent
- Oversees and coordinates payroll, benefits, retirement, accounts payable and accounts receivable
- Monitors budget throughout year, including the creating of reports to support the Fiscal Director in monitoring budget
- Serves as collaborative partner with CCEE Fiscal Coordinator for financial planning and expenditures
- Provides technical direction, accounting assistance and guidance to Administrative Agent staff
- Reviews annual audit reports and resolves audit exceptions
- Assists in establishing office procedures, forms and timelines
- Audits, reconciles and corrects a variety of records and reports from various sources
- Calculates complex payroll adjustments, reviews and approves payroll data and reports
- Reviews and approves budget transfers, journal entries, cash transfers, and deposits revenue, consistent with internal controls
- Oversees invoice and purchase order processes and approves requisitions
- Processes year-end closing and prepares adjusting entries
- Reviews and assists with reconciling fund balance, cash and general ledger account
- Properly monitors and records revenue and expenditures

- Creates, maintains, and analyzes complex spreadsheets, files, and reports using relational databases and other types of financial record-keeping systems
- Maintains permanent file system as appropriate
- Performs other duties as assigned requiring essentially the same effort, skill and responsibilities as needed

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree or equivalent in accounting, public administration, or business administration including courses in accounting, preferred. Three years of increasingly responsible experience in the field of accounting or auditing preferred. Experience in supervisory accounting work preferred.

KNOWLEDGE OF:

- Accounting and auditing principles and practices including general ledger, program accounting and subsidiary ledger management
- Budget development process
- Applicable provisions of State, Federal and local law and regulations, including Education Code
- Financial software systems
- California School Accounting Manual
- Principles and practices of management, supervision, and staff evaluation

SKILLS AND ABILITY TO:

- Perform complex accounting and auditing work
- Apply principles of auditing and accounting
- Assist in development of and ability to implement accounting procedures
- Perform complex financial analysis
- Prepare and analyze comprehensive reports
- Gather, record, monitor, and review accounting data
- Interpret laws and regulations and apply them in practical situations
- Establish and maintain effective working relationships with CCEE and its Administrative Agent staff, county office, the public, and other related individuals
- Work effectively under pressure
- Problem solve by analyzing issues and creating plans of action
- Meet schedules and timelines
- Work independently with little direction
- Communicate effectively both orally and in writing
- Utilize initiative and judgement in sound decision making

- Meet the occasional travel requirements of the position
- Operate standard business office equipment and software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 80% sitting, 5% walking, and 15% standing

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations,
 - a generally hazard-free environment,
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES

Valid California driver's license required