JOB DESCRIPTION

JOB TITLE: Accountant

Job Family: Business Services

Range: 58

Overall Job Purpose Statement/s: The job of "Accountant" is done for the purpose/s of assisting in District budget development, revision, monitoring and auditing and performing special accounting projects; perform a wide variety of difficult and complex accounting and auditing duties and provide assistance in the preparation and maintenance of budgets as required; and may be responsible for the development and transmission of confidential information utilized in the labor relations and negotiations process.

Essential Job Functions:

* **Develops** and maintains comprehensive District personnel data bases, including specialized financial and statistical data for various funds of the District.
* **Assists** with preparation and presentation of budget documents.
* **Performs** internal auditing of school site accounting records.
* **Compiles**, prepares and analyzes information and data related to income and expenditures.
* **Coordinates** communication between the fiscal services office and various District departments and personnel.
* **Provides** accurate information related to financial accounting procedures, account balances, budgets, records and other related matters.
* **Prepares** specialized reports used in the labor relations or negotiations process.
* **May** operate a wide variety of computers and peripheral equipment.
* **Compiles** and prepares management reports and special projects in accordance with prescribed formats.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Three (3) years prior job related experience in accounting, financial or statistical records maintenance with increasing levels of responsibility.
* **Skills, Knowledge and/or Abilities Required**:

  Skills: Typing/keyboarding accurately at a rate of 40 words per minute*;* to supervise personnel, use computers and accounting applications, maintain records, apply basic accounting practices.

  Knowledge of accounting policies, practices and procedures, problem solving methodology, and modern office methods.

  Abilities to sit for prolonged periods, work with minimal supervision, think logically with attention to detail, prepare clear and accurate reports. Significant physical abilities include reaching/handling/fingering, talking/hearing, near visual acuity/visual accommodation.
* **Education Required:** High School Diploma or equivalent, supplemented by courses in data processing, accounting, information management or similar subjects.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results.