JOB DESCRIPTION

JOB TITLE: Senior Accountant

Job Family: Business Services

Range: 60

Job Purpose Statement(s): The job of "Senior Accountant" is done for the purpose(s) of performing responsible fund accounting functions for both general and restricted funds. The incumbent works independently under the general guidance of the Manager of Fiscal Services. The incumbent prepares a variety of reports for various State and Federal agencies and performs other related work as required.

Essential Job Functions:

- **Maintains** cash flow records for the production of District Operating Statements, interim reports and TRANS as needed.
- **Verifies** funding and correctness of coding for purchase orders; audits county ledgers for correctness; prepares and processes expense and/or budget transfers as required.
- **Assists** in preparing fiscal year closing statements.
- **Prepares** accrual reconciliation reports.
- **Verifies** accuracy of employees' salaries/benefits encumbrances.
- **Prepares** and/or assists with the SACS Series budget reports, as needed.
- **Assists** with verification of accuracy of labor distributions and prepares transfer of expenses as necessary**.**
- **Performs** complex financial analyses and consolidates information from various funding sources.
- **Confirms** and authorizes fund availability for growth and vacant positions.
- **Prepares** budget resolutions as necessary for Board approval.
- **Prepares** transfers of appropriations from reserves or other funding sources as needed.
- **Consolidates** financial data for annual budget development and revision.
- **Performs** various District banking functions, including making necessary contacts to monitor accounts.
- **Computes**, prepares and distributes indirect and direct support charges to applicable accounts.
- **Serves** as budget advisor to the Manager of Fiscal Services and Assistant Superintendent of Business Services.

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: Minimum of two (2) years of experience in fund accounting, preferably within a public school district.

Skills, Knowledge and/or Abilities Required:

- Knowledge of correct English grammar, spelling vocabulary and bookkeeping/accounting terminology.
- Basic and advanced accounting principles applicable to public school districts and practices.
- Knowledge of State education and accounting codes applicable to public accounting.
- Ability to perform complex statistical and arithmetic calculations.

- Ability to consolidate financial data from various sources and produce reports as required by law or requested.
- Ability to comprehend and follow technical written and oral instructions, policies and procedures.
- Ability to provide work direction and guidance to clerical support staff.
- Ability to maintain positive and productive working relationships with those contacted in the performance of duties.
- Ability to prepare narrative and technical explanations of financial statements when necessary.
- Knowledge of computer applications for financial record keeping is required.
- Abilities to sit for prolonged periods, work under minimal supervision accurately with attention to detail; understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Learn appropriate rules, regulations and technical procedures using assigned areas of specialization.

Education Required:
High school diploma or equivalent at a minimum, advanced training or certification in accounting specialties is desirable.

Licenses, Certifications, Bonding and/or Testing Requirements:
Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results; successful completion of pre-employment knowledge examination; possession of valid California Driver's License.