



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5010
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Project Accountant

GENERAL PURPOSE

Under general supervision, performs specialized and highly responsible accounting and budget functions to support a variety of grant-funded and categorical programs and other OCDE functions, including position control, budget creation and projections, ensures expenditures are in compliance with applicable budgets and all legal and funding source requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Project Accountants perform a variety of specialized and highly responsible accounting duties in support of a variety of grant-funded and categorical programs and other OCDE functions, such as position control. Incumbents perform a variety of duties, including program budget preparation, implementation, and monitoring to ensure compliance with established budgetary parameters, funding source requirements, and OCDE policies and procedures. Incumbents work closely with program managers and other OCDE staff, as well as with Funders from various Federal, State, and Local Agencies for fiscal monitoring and reporting to carry out their assigned responsibilities.

Project Accountant is distinguished from Senior Project Accountant in that incumbents in the latter class are responsible for more complex and specialized programs requiring in-depth knowledge of categorical grant and entitlement accounting practices and procedures and may function in a lead capacity in providing work direction and guidance to other Project Accountants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Prepare tentative, interim, and final budgets within established guidelines for grants and entitlements; reviews and monitors expenditures and accounting information for programs to ensure budget compliance and conformance with all funding source requirements; closely monitor and project cash flow to prevent any deficits; and monitor program budgets to ensure that unaudited actual expenditures for the grant period or at year-end closing are correct.
2. Prepare and analyze financial reports for and billing invoices to school districts, the Department of Health Services, and the California Department of Education; determine customer billing requirements for reporting purposes; and prepare journal entries to correct discrepancies.
3. Advise, assist, and train OCDE program support staff, external personnel, managers, and administrators involved in the monitoring, reviewing, and/or auditing of various accounting and record-keeping requirements for program budgets.

4. Utilize complex worksheets to maintain a position control database to ensure that adequate funds are budgeted for all OCDE employees; verify, assign position numbers, approve, and process Personnel Action Notice forms; track employee changes, including vacant and new positions; and provide managers and coordinators with projected salary savings and budget changes.
5. Create single and multi-year projected budgets to be used in the application process for various programs; participate in initial project planning and budget set-up; and assist managers in determining specific needs for grants and entitlements to maximize return for OCDE. Compile and prepare multi-year projection reports, compare current and prior-year financial data, and analyze variances to meet the program's needs.
6. Act as liaison between OCDE and federal, state, and local agencies and school districts regarding designated and specialized reporting procedures, policies, and guidelines; provides technical assistance and advice to program and OCDE staff regarding financial reports required by federal, state, and local entities, as well as other required financial reporting functions; and monitor timelines, verify accuracy, certify, and submit reports to government agencies.
7. Develops and maintains spreadsheets and databases to document and verify expenditures, receipts, accruals, and deferred revenue; prepares financial data for and coordinates with OCDE external auditors and federal and state special program auditors; and prepares a variety of monthly quarterly and semi-annual reports as required.
8. Maintains computerized ledgers for special funding sources; requests payments periodically as dictated by the terms of grants and entitlements; reviews and processes purchase requisitions; and maintains expenditure records, ensuring compliance with funding source requirements.
9. Serve as liaison between the Program and Grants teams, providing salary projections for funding applications based on established assumptions.
10. Meets on a regular basis with OCDE program managers to discuss program status, staffing issues, budgets, and projections, as well as future funding possibilities.
11. Review general ledger reports to assist with month-end reconciliation and year-end closing.

OTHER DUTIES

1. Enters budget changes into the general ledger and fiscal databases before the close of each budget cycle; maintain the cost center database.
2. Performs special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general fund and governmental accounting, including financial planning and forecasting, financial statement preparation, and methods of financial control and reporting.
2. Principles and practices of project and cost accounting.
3. General principles and practices of grant accounting.
4. Principles and practices of budget development, analysis, and forecasting.
5. Laws, regulations, rules, and codes applicable to the financial administration of a school district.

6. Principles and practices of business data processing, particularly those related to the processing of accounting and financial information.
7. The operations, requirements, and codes of OCDE's financial reporting and general ledger computer system.
8. Principles and practices of sound business communication.

Ability and Skill to:

1. Plan, organize, set priorities, and carry out assigned accounting functions with limited supervision.
2. Understand, interpret, explain, and apply federal, state, and local laws, codes, and regulations related to special programs and financial record keeping and reporting.
3. Operate computers, spreadsheet software, and other standard office equipment.
4. Analyze and make sound recommendations on financial data and operations; develop and implement financial procedures and controls.
5. Perform complicated mathematical calculations and analyses.
6. Prepare clear, concise, and accurate accounting transactions, financial statements, and statistical reports; communicate effectively, orally and in writing.
7. Exercise sound professional judgment within established procedures.
8. Maintain confidentiality and discretion with sensitive materials.
9. Establish and maintain effective working relationships with OCDE management, staff, federal, state, and local agency representatives, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge and abilities outlined above is an associate's degree in accounting or related field; four (4) years of experience; one (1) of which is involved in project or grant fund accounting; or a combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use

mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee works under typical office conditions, and the noise level is usually quiet.