

CLASSIFIED

ACCOUNTANT

JOB SUMMARY

The Accountant performs professional accounting duties including the preparation, analysis, auditing and reconciling of accounts, funds, budgets, and reports. The Accountant performs accounting duties in compliance with rules, regulations and standards associated with general accounting principles and practices.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Accountant may perform any combination of the following:

- Review, analyze, reconcile, and audit a variety of accounts, funds and budgets.
- Prepare, review, and audit financial reports related to income, expenditures, accounts, budgets, and programs; ensures the accuracy and compliance with established procedures and Generally Accepted Accounting Principles (GAAP).
- Analyze, audit, reconcile, adjust, and update categorical and other District funds and accounts.
- Calculate, post, audit, code and adjust journal entries.
- Initiate and process account and budget transfers and other transactions as needed.
- Assist with budget preparation (e.g., prepare revenue, expenditure and cash flow forecasts and projections); analyze costs and provide budget allocations, limits and expenditure recommendations.
- Respond to requests for information from District employees related to accounts, budgets, regulations, policies, procedures and issues.
- Perform internal audits and prepare documentation mandated by government agencies; reconcile financial statements prepared by outside agencies; ensure financial statements, transactions and account balances match District reports; prepare, reconcile and adjust accruals.
- Participate in the review, analysis, development and implementation of accounting systems and procedures.
- Assist in maintaining position control, review personnel requisitions, hourly work, stipends and other personnel expenses.
- Train and provide work direction and guidance to designated Accounting staff; review work for accuracy, completeness and compliance with policies, procedures and regulations.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles, practices, procedures, codes, rules, and regulations related to accounting transactions.
- Preparation and analysis of complex financial statements and reports.
- Preparation, review and control of assigned accounts.
- Financial and statistical record-keeping techniques.
- General accounting, budget and business functions of a school district.
- Budget practices regarding monitoring and control.
- Financial analysis and projection practices.
- Interpersonal skills using courtesy and tact.

CLASSIFIED

ACCOUNTANT

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

ABILITY TO:

- Perform a variety of technical accounting duties including the review, analysis, auditing, reconciling, maintaining and adjusting District accounts, funds, budgets, and reports.
- Maintain accurate financial and statistical records.
- Prepare and analyze accounting reports and statements.
- Identify, investigate and resolve financial errors and discrepancies.
- Monitor and audit revenue and expenditures.
- Calculate, post, audit, code and adjust journal entries.
- Initiate and process account and budget transfers and other transactions.
- Assist with budget preparation.
- Respond to inquiries from District personnel and provide accounting-related information.
- Perform internal audits and prepare documentation for government agencies.
- Prepare, reconcile and adjust accruals.
- Provide analysis, review and recommendations regarding accounting systems and procedures.
- Assist in maintaining position control and review and approve personnel requisitions, hourly work, stipends and other personnel expenses.
- Plan, prioritize and organize work, meeting schedules and timelines.
- Understand and resolve issues, complaints and problems.
- Exercise appropriate judgment when making decisions.
- Respond effectively to requests and inquiries from employees, vendors, and other stakeholders.
- Communicate effectively both orally and in writing.
- Use current, up-to-date computer-based applications including accounting systems, word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Handle confidential information in a discreet, professional manner.
- Complete tasks thoroughly, accurately and with attention to detail.
- Train and provide work direction and guidance to designated personnel.

EDUCATION AND EXPERIENCE

Three years of increasingly responsible experience in Accounting, including experience reviewing, analyzing, reconciling, maintaining and adjusting accounts, funds, budgets and reports. A bachelor's degree in Accounting or related field may be considered in lieu of up to one year of the three years of increasingly responsible experience.

DISTINGUISHING CHARACTERISTICS

The **Accountant** performs a variety of technical accounting duties related to the review, analysis, auditing, reconciling, maintaining and adjusting of District accounts, funds, budgets, and reports. The Accountant trains and provides work direction and guidance to Accounting staff.

Differentiation between the Accountant and the Accounting Technician, the position below the Accountant, is distinguished as follows:

CLASSIFIED

ACCOUNTANT

The **Accounting Technician** is a responsible for processing, recording and auditing various transactions and preparing, reconciling and maintaining a variety of financial and statistical records, reports and statements.

REQUIRED TESTING

Pre-employment testing and assessment is required in order to demonstrate the minimum qualifications for the position.

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally Occasionally	pushing and pulling, reach above shoulder, reach at shoulder walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None