

**ACCOUNTANT**

Grade 15

**Purpose Statement**

The job of Accountant is done for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, practices, and regulations meet compliance requirements; analyzing labor and benefits costs; evaluation feasibility of services within budget parameters; ensuring efficient use of financial resources; reconciling monthly accounts; managing payments for debt services; and providing financial information, guidance, and recommendations to the department administration, Superintendent, Board, and regulatory agencies.

This job reports to Director of Business Services

**Essential Functions**

- Analyzes financial information (e.g., salary and benefit coding, transactions processed, etc.) for the purpose or ensuring financial information meets established financial practices and regulatory requirements.
- Assists preparing annual budget for the purpose of providing requested supporting documentation, information on internal processes, and coordinating activities in support of the budget process.
- Collaborates with other administrative personnel and outside agencies (e.g., district personnel, administrators, regulatory agencies, etc.) for the purpose of implementing and maintaining services and programs in accordance with established financial policies, practices, laws, and regulatory guidelines.
- Develops budgets for the purpose of providing financial guidance and recommendations, managing budgets and complying with established policies and regulatory guidelines.
- Develops new fiscal budget of labor costs and benefits for the purpose of providing requested supporting documentation, information on internal processes, and coordinating activities in support of the budget process.
- Implement accounting procedures (e.g., California School Accounting Manual procedures, etc.) for the purpose of budgeting and providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Implements accounting procedures in assigned areas (e.g., payroll accounting, bond debt reduction, etc.) for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Manages State funds (e.g., state reporting requirements, etc.) for the purpose of ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Monitors a variety of financial activities (e.g., labor costs and benefits, payroll schedule, payroll

suspense accounts, etc.) for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices, and regulatory requirements.

- Participates in meetings (e.g., unit meetings, in-service training, workshops, etc.) for the purpose of conveying and gathering information required to perform job functions.
- Recommends policies, procedures, and actions on issues that relate to budget operations (e.g., current labor costs and benefits, employee contributions, etc.) for the purpose of providing direction and making decisions for the district.
- Compiles mandated Federal and financial reports internally and from external agencies on a recurring basis for the purpose of providing required documentation to show performance expenses in categorical programs.
- Reconciles fiscal information, account balances, and annual accounts receivable for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices.
- Responds to inquiries from stakeholders (e.g., staff, administration, government agencies, etc.) for the purpose of providing information, direction, and appropriate referrals.
- Supports the Director of Business Services on all budget functions for the purpose of providing assistance with professional functions and responsibilities.
- Trains department staff as needed (e.g., proper accounting practices, payroll and benefits, etc.) for the purpose of ensuring compliance with regulatory requirements and generally accepted accounting principles.

#### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and pertinent software applications; performing accounting procedures; planning and managing projects; strong Excel skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; budget, bookkeeping and accounting; and pertinent codes, policies, regulations, and laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data

of varied types and/or purposes; and utilize job- related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education (Minimum):** Bachelors degree in job-related area.

**Required Testing**

Excel  
Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*