

ACCOUNTANT**DEFINITION:**

Under supervision of the Accounting Manager, perform accounting fiscal record management, reporting functions and analytical work for the Business Division, and assist in the planning and operation of the school district's accounting activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Accounting Manager in the planning, formulation, supervision and implementation of the accounting record management system and procedures.
- Assist in the training of accounting personnel and in the development of computer accounting and reporting systems.
- Counsel and assist school and district personnel regarding accounting requirements.
- Analyze accounts, data processing input and output, and other financial reports and data.
- Audit district financial records and reconcile balance to county fund ledger reports.
- Review and process interfund transfers.
- Audit and post monthly payroll and benefit reports.
- Prepare monthly, interim, and annual financial reports.
- Prepare and submit required state and county financial reports to include the annual transportation report and year-end liability and accounts receivable reports.
- Assist the Accounting Manager with the annual program cost report.
- Prepare documentation and assist auditors with information pertaining to district and county financial information.
- Assist in the implementation and maintenance of the new State Account Code Structure (SACS) as it applies to district financial data.
- Assist with the documentation for the annual mandated cost claims.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles, methods, and procedures of school district computer-assisted accounting, budget and financial reporting, including the State Account Code Structure (SACS); understanding of governmental accounting principles and procedures; correct English usage, spelling, grammar and punctuation; modern office methods; current procedures and practices in office automation.

Ability to:

Analyze, interpret, and apply complex and technical operational procedures, policies, rules and regulations and legal provisions applicable to accounting management functions and activities; oversee procedures applicable to accounting, auditing, disbursing, and budget operations; instruct, train and supervise personnel in accounting methods and procedures; communicate effectively both orally and in writing; understand and follow oral and written directions and establish and maintain effective working relationships.

Experience:

Four years of increasingly responsible accounting experience which would provide the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school, courses in accounting, finance, and computer related operations preferred.
Bachelor's degree from an accredited college or university preferred.

Physical Performance Requirements:

Light: Standing, walking or sitting much of the time with some bending, stooping, squatting and twisting.
Light lifting frequently involved.

Licenses:

Possession of a valid California Driver's License.

Board Approved: May 28, 1996

Revised: May 11, 1999

Revised: October 8, 2002

Revised: December 15, 2004