

**ACCOUNTANT****DEFINITION**

Under general supervision, to perform professional-level accounting duties relating to the preparation and analysis of financial, statistical and/or budgetary records and reports for a large District-wide program and/or general accounting; to assure compliance with legal requirements and timelines; to design, select and utilize related computer applications; to interpret fiscal regulations and provide technical information and assistance to others; to train and provide work direction to assigned personnel and to perform other related duties as assigned.

**TYPICAL DUTIES**

In accordance with the California State School Accounting Manual, Standardized Account Code Structure rules, federal and State audit regulations and procedures and Generally Accepted Accounting Principles (GAAP) aggregates, reconciles, analyzes and summarizes fiscal and/or statistical data and prepares a wide variety of complex program and/or District financial and statistical records, statements, forms and reports; interprets and applies complex program and District regulations and procedures; submits information and reports according to District, State, federal or other required timelines; prepares and maintains computerized control accounts, such as general ledgers, spreadsheets, recaps and detailed subsidiary records; monitors District and/or program revenues by checking and posting transactions, preparing recaps and resolving discrepancies; monitors and assists in the preparation of categorical or other program budgets, revenues and expenditures and prepares claims for reimbursements; prepares items for Board agenda preparation as needed; maintains the personnel database used for budgeting; audit against payroll and personnel system for accuracy; may assist in District budgetary functions such as adjustments or budget transfers, displays or documents; may prepare profit and loss statements and balance sheets, fixed asset and depreciation reports and other statistical reports required by the State or federal government or by the District; prepares, schedules and/or reviews data or documentation for annual audit; makes recommendation for corrective measures regarding audit exceptions; assists Director in finance areas by preparing and analyzing records or reports for quarterly investment disclosures.

Develops and utilizes function-specific computer applications such as spreadsheets, databases and other commercial software as appropriate for cost analysis, forecasting and reporting; assists in selecting appropriate system software; assists with preparation of budget detail for new applications, converts programs to District budget model and monitors income and expenditures; researches and resolves operational problems in area of assignment; assures proper system checks/balances and records for audits.

If reporting to a program director, serves as liaison with District accounting department, working with administrators to exchange information and resolve discrepancies. Keeps Director or other assigned supervisor fully informed of program financial status and makes recommendations for improvements; serves as technical resource on fiscal matters to site and District personnel; serves as lead worker for assigned accounting and clerical staff, providing training and work direction and review; attends District or other meetings related to area of assignment; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Accountant performs professional-level accounting duties and assures fiscal or statistical accountability for general accounting and finance for a complex District-wide program such as Nutrition Services, Categorical Programs and Special Projects, District Attendance Accounting or Personnel/Budgeting. An incumbent reports to an assigned Fiscal services supervisor or to the director of a large independent program such as Nutrition Services. The incumbent performs duties requiring sophisticated analysis of accounts, application of District and governmental regulations, and skill in utilizing computerized technology. This classification is distinguished from other technical and clerical accounting classifications by greater independence, responsibility and professional judgment exercised in applying accounting principles, preparing reports and resolving problems and by the size and complexity of the program or function served.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Generally Accepted Accounting Principles (GAAP); California State School Accounting Manual; Standardized Account Code Structure rules; applicable sections of the California State Education Code; general ledger systems, bookkeeping and profit and loss accounting; commonly used computerized accounting and budget software, including spreadsheets, databases and reporting; correct English grammar and vocabulary; modern business office practices, procedures and equipment; principles of training and work direction.

**Ability to:** Read, comprehend, apply and explain complex program accounting and school finance procedures and regulations; collect, calculate, analyze, verify, reconcile, summarize and interpret complex data accurately; use good judgment in resolving problems, prioritizing work, and informing supervisor of actions taken; explain concepts and regulations in ordinary conversations and formal and informal presentations; work independently and reliably with little direction; organize and complete a heavy workload within established timelines; operate a personal computer and peripherals for data collection, analysis and reporting; establish and maintain cooperative and effective working relationships with individuals at all levels inside and outside of the organization; train and provide work direction to others as assigned; prepare complex reports and compose letters; handle multiple priorities effectively; communicate effectively both orally and in writing; operate a 10-key calculator by touch; work efficiently with constant interruptions.

**Essential Physical Activities and Work Environment:** Work is performed in an office setting, while sitting for extended periods of time at a desk or computer workstation; must frequently travel to District sites and/or meetings outside the District. Needs sufficient visual acuity to read regulations, written records and reports and computer screens all day; sufficient hearing to comprehend ordinary conversation in person or on the telephone; sufficient clarity of speech to be understood when explaining concepts and regulations in ordinary conversations and formal and informal presentations; needs physical ability to operate a computer; must have stamina to work overtime during peak periods and year-end closing; must be able to lift and carry 25 pounds to store and retrieve archived data in storage boxes.

**Mental Functions:** Sufficient ability to interpret and communicate complex fiscal or legal regulations, analyze massive amounts of financial or statistical data and to resolve program-wide financial or statistical operational problems.

**Typical Background:** Any combination equivalent to graduation from an accredited four year college or university with a degree in accounting, business administration or closely related field and at least two years of progressively responsible professional/technical accounting experience in a computerized system environment. Public sector accounting experience, preferably in a school district, is highly desirable.

**Licenses and Other Requirements:** Valid California driver's license and transportation.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.