
ACCOUNTANT

RANGE: 33

BASIC FUNCTION:

Under supervision of the Business Manager, maintain accounting records of the District and prepare financial statements and reports; assist in the preparation of the District budget; monitor expenditures.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Maintains District's fiscal records related to appropriations, expenditures, revenue, and cost accounting functions. *E*

Prepares and posts bookkeeping entries. *E*

Calculates, adjusts, verifies and balances assigned accounts. *E*

Maintains balance of general ledger to subsidiary ledgers. *E*

Performs accounts receivable/payable functions to include verifying charges and authorization, and coding to appropriate accounts. *E*

Monitors departmental and school budgets to assure availability of funds prior to approval of expenditures. *E*

Monitors budget income/expenditures recommending transfer of funds as adjustments require. *E*

Maintains position control and reconciles with budget and payroll. *E*

Compiles computes and prepares complex statistical data and financial reports such as month and year-end closing, balance sheets, income and expenditure statements. *E*

Compiles monthly attendance data from the school sites. *E*

Maintains journals, ledgers, and worksheets to provide full audit documentation for District fiscal operations and record-keeping systems. *E*

Prepares state and federal reports. *E*

Acts as information source to District departments, schools, County Office of Education and auditors regarding budgets, bookkeeping systems, and accounting procedures. *E*

Prepares preliminary District, departmental or special project budget estimates for income and expenditures, calculating extensions according to appropriate formulas and schedules. *E*

Implements accounting controls requiring the applications of complex laws, rules, and regulations. *E*

Answers questions that involve searching for data and detailed explanation of laws, policies, and procedures. *E*

Plans, schedules, and supervises the flow of accounting data. *E*

Makes independent determination on accounting and financial record-keeping problems; applying appropriate rules and regulations. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of California school accounting, auditing, and budget preparation and control.

Use of electronic spreadsheets, data bases, and computer data processing.

Procedures and practices required in research, data collection, statistical computation and reports.

ABILITY TO:

Design, implement, maintain accounting systems.

Learn laws and regulations pertaining to school accounting operations and budget procedures.

Learn coding of financial data for computer entry. Apply accounting principles and procedures.

Operate computer terminal, calculating machines, ten-key adding machines and typewriter with speed and accuracy.

Analyze and interpret financial records and reports. Make arithmetic computations with speed and accuracy. Maintain cooperative work relationships.

Read, interpret and apply State, federal and District regulations. Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Two years of higher education including course work in accounting procedures and/or practices combined with two years of accounting experience, preferably in a government position. Four years of experience may be substituted for one year of education.

WORKING CONDITIONS:

ENVIRONMENT:

Office Environment.

PHYSICAL DEMANDS:

Light to moderate physical effort.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Frequent standing, bending or walking. Sitting for long periods of time.

Occasional lifting and/or moving of items up to 20 pounds.

Reaching overhead, above the shoulders and horizontally to maintain and retrieve files.

Close vision.

E = Essential Duty