

CLASSIFICATION TITLE: Accountant I

Salary Range: 31

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general direction, performs a variety of budgeting and accounting functions; conducts financial, statistical and analytical studies; provides training and support to internal and external staff as it relates to budgeting, accounting, or reporting; prepares and assists in the preparation of financial reports and statements in accordance with laws, regulations and guidelines; performs related duties as required.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the Director of Business Services and the general supervision of the Assistant Superintendent of Business Services.

SUPERVISION OVER:

None; provides assistance and guidance to other staff assigned to the department and LEAs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Accounting:

Performs a variety of accounting functions for school districts, outside agencies, internal office, and programs; assists with reconciliation of general ledger accounts (including governmental, enterprise and agency funds as well as student body accounts) for completeness, accuracy and compliance; reviews documents and claims for accuracy, completeness, and uniformity to rules, regulations and laws; assist in preparation of year-end closing documents; audits accounts payable batches; performs periodic review of financial reports and verifies accuracy.

Budgeting:

Assists in preparation of department budgets; provides information and assists staff and administrators in budget preparation, implementation, review/monitoring and control; prepares, balances, compiles, and enters budget data; prepares and performs statistical analysis of cash flow and budgets; evaluates budgets and cash flow for appropriateness, accuracy and accountability.

Communications, Technical Support and Training:

Responds to and resolves inquiries and complaints; maintains communication with internal and external clients regarding financial matters; reviews pertinent legislation to ensure internal and external clients comply with rules, regulations and laws; provides information in the development and revisions of policies and regulations; maintains documentation of job duties; provides fiscal support to districts or programs when necessary.

Attends and participates in professional group meetings, stays abreast of new trends and innovations in the fields of budgeting, accounting, fiscal oversight, financial reporting and financial management; provides training and support to internal and external staff as necessary.

Financial Reporting:

Prepares and analyzes complex financial reports including monthly financial statements, budget transfers, cost studies, cash flow analyses, and revenue and expenditure projections as requested or mandated by the administration, California Department of Education, and other agencies; assists internal and external clients in compiling data and interpreting legal reporting requirements and regulations; plans and monitors timelines to meet strict deadlines in reporting regulations and ensures the timely and accurate reporting of data to Federal and State authorities; reviews grant letters, funding and entitlement reports; reviews and verifies statistical, trend data and financial information including independent audit reports.

Research and Data Analysis:

Researches and analyzes financial data for internal and external clients; creates, organizes and maintains files using database and spreadsheet programs; maintains files, and storage of documents; retrieves and organizes data into required reporting formats; collects, retrieves and organizes data to identify financial discrepancies and resolve client inquiries; recommends solutions to clients and staff ensuring that corrections or changes are implemented properly; prepares and presents oral and written presentations, including presentations to management and governing boards; coordinates, prepares and presents a variety of special projects as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Two years of responsible experience in financial management and accounting in an educational or local government organization preferred or degree in accounting or applicable field.

License Requirements:

Must have a valid California driver's license in order to drive from site to site.

Knowledge of:

Generally accepted accounting principles and procedures in governmental agencies; intermediate principles, techniques, and methods of governmental accounting, auditing and budgeting; program analysis and revenue forecasting practices; computer information systems operations and capabilities and their applications to accounting, budget development, and financial management; pertinent Federal, State and local laws, codes and regulations including those pertaining to education financial record keeping and control activities; modern office practices, procedures, methods and equipment.

Skill and Ability to:

Apply accounting principles and practices to a variety of accounting transactions; maintain accounting and budgeting systems; analyze and interpret financial records and reports; interpret and apply pertinent Federal, State and local laws, codes and regulations; ensure County Office compliance with laws and regulations; analyze problems, identify alternative solutions, project consequences of proposed actions and help implement recommendations in support of goals; conduct research and prepare a variety of financial statements and reports; gain cooperation through discussion and persuasion; deal constructively with conflict and develop a consensus; communicate clearly and concisely both orally and in writing; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.