

CLASSIFICATION TITLE: Accountant II, Internal Services

Salary Range: 38

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general direction, performs complex budgeting and accounting functions for which accuracy has a high consequence; conducts financial, statistical and analytical studies; provides training and support to internal staff as it relates to budgeting, accounting, or reporting; prepares and assists in the preparation of financial reports, master schedules, staffing allocations, and statements in accordance with laws, regulations and guidelines; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The individual in this position must be able to present complex financial information to stakeholders in various settings as well as work with multiple districts and departments, and oversee concurrent projects. The individual will exercise a high level of responsibility and will need to meet multiple time sensitive deadlines.

DIRECTLY RESPONSIBLE TO:

Deputy Superintendent of Administrative Services or Director 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 complex accounting functions for, outside agencies, internal office, and programs; may assist LEA Coordinator to reconcile and distribute state apportionments and local taxes; 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; assists in preparation of SACS reporting including the submission of reports to CDE; prepares interim and budget documents including budget and interim narratives or presentations; coordinates, prepares and reviews year-end closing documents and point of sale system transactions; audits accounts payable batches; performs periodic review of financial reports and verifies accuracy and fiscal solvency.

Budgeting:

Prepares budgets for internal and external clients; 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 to ensure fiscal solvency 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; may represent County office in attending district/charter board meetings; provides fiscal support to districts or programs when necessary; may assist in the development and negotiations regarding State, Federal, and local contracts; provides coordination of site facilities expenses and contracts, as 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 and Oversight:

Prepares, 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; oversees the record keeping, file maintenance, 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 discussing deficiencies and recommending corrective action to improve operations; coordinates, prepares and presents a variety of special projects as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Four years of responsible experience in financial management and accounting in an educational or local government organization or degree in accounting or applicable field. Must have a valid California driver's license.

Knowledge of:

Generally accepted accounting principles and procedures in governmental agencies; intermediate to advanced 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 complex accounting transactions and problems; 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 implement recommendations in support of goals; conduct research and prepare a variety of complex 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.