

## ACCOUNTANT I

### BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform complex accounting, budget control and fiscal record management and reporting functions; maintain budget worksheets and input budget revisions; maintain accountability of cash transactions and deposits; assure reliability and accuracy of financial records and reports.

### REPRESENTATIVE DUTIES:

- Perform complex accounting, budget control and fiscal record management and reporting functions. **E**
- Work on long-term projects such as record-keeping and reporting for school construction projects, State expenditure and budget reports, attendance reports and other projects as assigned. **E**
- Maintain construction accounting records covering multiple years, projects and funding sources. **E**
- Communicate with accounting staff, attendance staff, facilities staff and other District personnel to review and coordinate accounting functions, discuss budget development and control, collect data, exchange information and resolve issues or concerns. **E**
- Compile monthly attendance reports; prepare and maintain a variety of records and reports and submit to State, County Office or appropriate District personnel. **E**
- Verify and assist in the compilation of state required reports for construction and bond accounting. **E**
- Participate in budget control, budget development and other fiscal matters. **E**
- Maintain budget worksheets and input budget revisions; assist in the development of budget projections.
- Verify budget balances for accuracy; respond to inquiries in person and on the telephone regarding account and program balances, budget transfers, journal entries and journal vouchers; generate month-end budget reports, sort and distribute to sites. **E**
- Audit daily cafeteria sales and prepare month-end financial reports. **E**
- Close accounts according to established procedures and guidelines as assigned; compile and bill accounts receivable list; prepare related year-end reports as required. **E**
- Prepare and post journal entries and journal vouchers; verify journal vouchers posted from income or expenditure sources at the County Office. **E**
- Compile information from sales tax accounts; calculate and prepare sales and use tax reports as required. **E**
- Provide work direction and guidance to others as assigned.
- Perform related duties as assigned.

### KNOWLEDGE OF:

Accounting, bookkeeping, auditing and budget practices, procedures and related terminology.

California Education Code, Public Contract Code, Government Code, and IRS rules and regulations related to assigned activities.

Methods of budget monitoring and control.

Modern office practices, procedures and equipment.

Operation of a computer with emphasis on Excel, Word, Access and Outlook.  
Basic research methods.  
Financial and statistical record-keeping techniques.

**ABILITY TO:**

Perform complex accounting, budget control and fiscal record management and reporting functions.  
Maintain budget worksheets and input budget revisions.  
Assist in the development of budget projections.  
Maintain accurate financial and statistical records.  
Verify, post, balance and adjust accounts.  
Trace and audit entries.  
Apply and explain rules, regulations, policies and procedures related to assigned activities.  
Make arithmetic computations with speed and accuracy.  
Prepare clear and concise financial reports.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Operate assigned office equipment.  
Meet schedules and time lines.  
Prioritize, plan and organize work.  
Provide work direction and guidance to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in business, accounting or related field and three years accounting related experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to retrieve and store files.

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