

ACCOUNTANT - C

BASIC FUNCTION:

Under the direction of the Assistant Director of Fiscal Services, perform complex accounting, budget control and fiscal record management and reporting functions; assist in providing technical and work direction to fiscal services staff; maintain budget worksheets and input budget revisions; assist in the development of budget projections; maintain accountability of cash transactions and deposits; assure reliability and accuracy of financial records and reports.

REPRESENTATIVE DUTIES:

- Project cost of salaries and benefits for negotiations as required. **E**
- Participate in budget control, budget development and other fiscal matters. **E**
- 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**
- Communicate with accounting staff, attendance 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**
- Assure proper budget distribution of expense items and maintain appropriate audit trails; maintain account balances. **E**
- 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**
- 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 to others as assigned.
- Provide technical information and assistance to employees as requested; explain District policies and procedures. **E**
- Provides technical support to departments accessing computerized accounting systems that contain financial and statistical information. **E**
- Assist other department staff members as necessary to assure timely and efficient operation. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Accounting, bookkeeping, auditing and budget practices, procedures and terminology used in a school district.

Laws, codes, 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.
Interpersonal skills using tact, patience and courtesy.
Well developed math skills to perform complex accounting and statistical computation.

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.
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 individuals and teams within and outside the department.
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.
Research, compile, analyze, and interpret accounting data.
Maintain accurate and retrievable files, records, audit trails, and trace transactions to original entries.
Plan and organize work.
Provide work direction 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 in person or on the telephone.
Seeing to read a variety of materials, count money and inspect financial records.
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.

10/30/07
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