I. Position Title
Accountant

II. Position Description
Under the direction of the Business Manager, the position performs professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the District; provides technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements and does related work as may be required.

III. Examples of Duties/Responsibilities
- Performs professional accounting work in accordance with generally accepted accounting principles. (E)
- Performs responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as revenue, expenditures, assets and liabilities for various federal, state and locally funded programs. (E)
- Answers questions and provides a variety of information and assistance to District and other personnel regarding budgets, account and related information; provides technical expertise and direction regarding accounting issues and discrepancies; coordinates activities with other departments and District personnel. (E)
- Prepares a variety of comprehensive financial statements and reports. (E)
- Analyzes data and prepares projections, financial statements and reports providing statistical and financial information. (E)
- Maintains records and reports for various accounting areas, including expenditures and revenues, payroll, ledger accounts and accounts payable and receivable. (E)
- Prepares, reviews and corrects school, department and County budget and expenditure transfers; verifies account numbers and related information; analyzes budget documentation to assure that expenditures are properly charged and do not exceed appropriations; makes recommendations accordingly. (E)
- Prepares monthly retirement earnings and contribution reports; corresponds with various retirement agencies; disperses monthly contributions to appropriate agencies. (E)
- Receives, reviews and updates employee records for garnishment deductions; disperses payments accordingly to proper agencies.
- Advises and assists site staff with bookkeeping, software use, and policies and procedures.
- Prepares and maintains bank reconciliations for various accounts according to District procedures.
- Performs related duties as may be required.

IV. Minimum Qualifications

Knowledge of
- Federal, state, and county laws and regulations relating to accounting, retirement, and garnishments.
- The functions, organization and basic clerical operations of an administrative office and the scheduling, layout and supervision of diverse activities.
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, letter and report writing.
- Modern office practices and procedures including filing systems, receptionist telephone techniques and software programs.
- Methods and practices of financial record keeping.
- Bookkeeping and computer-based accounting systems.
- Basic budgetary principles and practices.
- Basic objective, goals, policies and procedures of a school district and relationships to state law and other school organizations.

**Ability to**

- Keyboard (type) at a rate of not less than 30 words per minute.
- Perform complex technical duties related to accounting work.
- Prepare clear, concise and accurate correspondence and financial reports. Compose correspondence independently.
- Create clear and comprehensive reports and keep complex records.
- Maintain confidentially of privileged information.
- Work under pressure, meet deadlines, and establish priorities.
- Establish and maintain effective working relationships.
- Communicate effectively using correct pronunciation and grammar.
- Use independent judgment.
- Learn and utilize new and current technologies.
- Audit and tabulate, balance, reconcile and extend data.
- Accurately generate and compare data.
- Detect errors in printed output and troubleshoot query problems.
- Learn to guide, organize and schedule the work of others.

**Education and Experience**

- A Bachelor’s Degree from an accredited institution with a major in accounting or business administration.
- Minimum of three (3) years of responsible accounting experience involving bookkeeping, account records, financial processes and reporting with responsibility for general ledgers, special funds, payroll, budget conformity, and governmental reports.
- One (1) year in a responsible accounting position within a public school district or county office of education or comparable private or government agency is desired.

**License and Certificates**

- Possession of a valid California Driver’s License.
- A driving record insurable under District Standards.

**V. Working Conditions**

**Environment**

- Office/school campus.
- Subject to frequent interruptions.
- Subject to driving a vehicle to conduct work.
Physical Abilities

- Visual acuity to inspect and analyze financial/statistical records.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment.
- Bending, stooping and squatting.
- Climbing on step stools or step ladders.
- Gripping and grasping.
- Light work: lifting, carrying, pushing, and/or pulling up to approximately 25 pounds.