

JOB DESCRIPTION

ACCOUNTANT

JOB SUMMARY

Under direction, assure fiscal accountability of the program to which assigned; develop, monitor, and maintain all fiscal, personnel, reporting, and budgeting requirements of the program(s); monitor budgets for an assigned program(s); prepare periodic financial reports, income and cost analysis; compile and reconcile accounts.

TYPICAL DUTIES

Prepare, input, and maintain District general ledgers in accordance with the California State Accounting Manual; serve as direct liaison between program/department personnel and the District's Accounting Department; perform full charge bookkeeping through trial balance and profit and loss reports; assure the timely preparation and submission of District, State, and federal fiscal documents and reports as required; may develop and/or utilize function specific computer applications for cost analysis, forecasting, and management decision-making; assist program/department personnel in using automated student information systems or business systems of the District; coordinate with personnel and payroll departments to ensure budget accuracy; design computerized spreadsheets for statistical and analytical reports; perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experiences which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, and some college level course work in accounting or related field and four-year increasingly responsible accounting, budgeting, and analysis experience.

Knowledge of:

Methods and procedures used to forecast, budget, and account for program costs and income; principles and practices of bookkeeping, general accounting, and invoice auditing, including the preparation of financial statements and reports; provisions of laws and rules pertaining to business accounting, especially as it relates to school programs; correct English usage, spelling, grammar, punctuation; modern office procedures and practices including automated document processing, telephone techniques, operation of a variety of office machines and equipment, letter and report writing, and filing systems; computerized accounting systems and spread sheets.

Ability to:

Function accurately, independently, and coordinate and prioritize workload; learn to complete complex State and federal reports required for school finance; compile accurate statistics and prepare detailed reports; analyze financial documents and budgets; utilize computers to produce worksheets and reports; interpret, apply, and explain legal requirements, guidelines, and procedures to others; establish and maintain effective and cooperative working relationships with others; accurately type reports and memos containing statistical data.

LICENSE

Must possess a valid California driver's license and the ability to qualify, and maintain qualification, for District vehicle insurance coverage.

PHYSICAL ABILITY

The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.