

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Range 43

ACCOUNTANT I - MAINTENANCE, OPERATIONS & CONSTRUCTION

DEFINITION

Under general supervision of the Director of Maintenance, Operations & Construction, performs, organizes and coordinates specialized functions in the preparation and maintenance of District school maintenance accounting records; prepares related reports; interprets and implements federal, state, county & district laws and directives regarding financial record keeping, reporting and year-end closing. Performs complex accounting and clerical functions. Processes contractor and vendor invoices, creates appropriate purchase order and budget transfer requests, identifies need for change orders relative to existing purchase orders.

DISTINGUISHING CHARACTERISTICS

This position is characterized by increasing responsibility to perform complex accounting tasks, with high levels of accuracy and knowledge in cash flow analysis, budget preparation and school maintenance accounting procedures, a full understanding of funding processes associated with supply chain management, and direct the work of others assigned to accounting and financial records keeping positions. A comprehensive knowledge of school accounting law and the ability to work independently is required.

OCCUPATIONAL GROUP

Classified (Maintenance, Operations & Construction)

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Directs and assists account clerks in assembling, tabulating, calculating, verifying and filing accounting records. **(E)**
2. Types requisitions, purchase orders, and other documents; examines or reviews such documents as invoices, requisitions, purchase orders, and makes appropriate changes when necessary. **(E)**
3. Examines appropriate transfer, encumbrance, and expenditure documents for compatibility with fund and appropriation restrictions and for availability of funds. **(E)**
4. Reconciles and audits MOC financial and statistical records and reports; prepares account analysis. **(E)**
5. Works with computer-based accounting systems in preparing input to the computer; maintains computer input and accuracy in all phases affecting the district's accounting procedures. **(E)**
6. Assists the Director with all Budget issues. **(E)**
7. Assists the Director with the Fiscal Year budget submittal. **(E)**
8. Prepares and maintains various statistical and financial reports; compiles data for programs and departments as appropriate. **(E)**

9. Attends and contribute to Staff, Supervisor and budget meetings. (E)
10. Assists with general clerical duties including filing, duplicating, answering phones and various tasks related to the management of accounting records.
11. Provides vacation and temporary relief as required.
12. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Federal, state, county and district laws, policies, rules and regulations applicable to district accounting functions;
- State school building maintenance policies and procedures especially as they relate to reimbursement requirements
- Principles, practices and forms used in accounting and fiscal control, including data processing capabilities and procedures;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Financial analysis and research techniques;
- Interpersonal skills using tact, patience and courtesy;
- Operation of electronic data processing equipment including desktop pc;
- Microsoft Excel and Word, Access databases, Outlook email/calendar; and Adobe pdf documents.

Ability to:

- Apply financial record-keeping principles to the maintenance of fiscal accounting records;
- Prepare related correspondence;
- Read and under general direction, interpret, apply and explain laws, rules and regulations to specific work situations;
- Establish and maintain effective working relationships with others;
- Operate a variety of office machines including computer terminals;
- Make mathematical calculations quickly and accurately;
- Meet schedules and time lines;
- Monitor and report monthly MOC account expenses;
- Maintain and prepare accurate MOC financial and statistical reports and records;
- Communicate effectively both orally and in writing;
- Analyze situations accurately and under general direction, adopt an effective course of action;
- Keep abreast of modern technological changes.

EXPERIENCE

Recent experience in analyzing and maintaining records for a diverse multi-million dollar plus budget.

Three years increasingly responsible experience in financial record keeping within a public school district or county office of education or comparable private or governmental agency.

EDUCATION

High School diploma or its equivalent.

Any combination or equivalent to the completion of twenty-four (24) semester or thirty-six (36) quarter units of college course work in Accounting.

Up to six (6) semester, or nine (9) quarter, units of Business Administration or related business courses may be substituted for part of the required accounting units.

ADDITIONAL REQUIREMENTS

Must possess a valid California Driver's License. Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy.

WORKING CONDITIONS

Environment:

- A District office environment;
- Demanding time lines;
- Subject to frequent interruptions and extensive contact with the staff and public.

Physical Demands:

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, pulling or lifting light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment; Hearing and speaking to exchange information in person and on the telephone;
- Heavy lifting of objects weighing up to 50 pounds;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;
- Visual ability to read, prepare/process documents, and to monitor office activities;
- Sitting and/or standing for extended periods of time;
- Mobility.

Hazards:

- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts.

Board Approved: April 2, 2009