

ACCOUNTANT I**DEFINITION**

Under general direction, performs, organizes and coordinates specific accounting functions in connection with maintaining and reconciling of financial records for one or more funds of the district. 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. Directs and assists account clerks in the processing of district cash disbursements, cash receipts and journal entries.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by their responsibility to perform highly complex accounting work requiring a high degree of accuracy and complex mathematical skills, and to coordinate 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 (Business)

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.
2. Examines, analyzes and verifies financial documents to ensure adherence to established internal controls.
3. Assists in the formulation and implementation of improved accounting and financial record keeping systems and procedures; monitors to ensure that established procedures and guidelines are followed.
4. Reconciles and audits a variety of financial and statistical records and reports; makes complex or difficult adjusting entries; prepares account analyses.
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.
6. Assists in developing, implementing and controlling departmental budget; maintains and controls a complete set of bookkeeping records.

7. Prepares and maintains various statistical and financial reports required by federal, state, and county agencies; compiles data for programs and departments as appropriate.
8. Assists external auditors to assure efficient and responsive audit of one or more funds of the district.
9. Maintains inventory and fixed assets control records.
10. Provides vacation and temporary relief as required.
11. Performs other related duties as assigned.

MINIMUM REQUIREMENTS**Knowledge of:**

- Federal, state, county and district laws, policies, rules and regulations applicable to district accounting functions;
- Principles of training and providing clear directions to other staff;
- 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's;
- Lotus 123 or Excel Electronic Spreadsheets;
- Word Perfect or other similar word processing applications.

Ability to:

- Apply bookkeeping and 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 validate accuracy of general ledger entries;
- Maintain and prepare accurate 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 plus budget.

Three years increasingly responsible experience in financial record keeping, including at least one year in a responsible accounting position within a public school district or county office of education or comparable private or governmental agency.

EDUCATION

Any combination equivalent to: 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. Three years of increasingly responsible experience in financial record keeping including at least one year in a responsible accounting position within a public school district or county office of education or comparable private or government agency may be substituted for part of the required accounting units.

Board Approved: 01/21/93