

ACCOUNTANT II/POSITION CONTROL

DEFINITION

Under general direction, reviews and monitors District staffing requests for compliance with authorized budget allocations; updates and monitors the District's Position Control System; projects costs as required for increases to the salary schedule; acts as coordinator with the San Bernardino County Superintendent of Schools to implement and monitor the most current position control system.

DISTINGUISHING CHARACTERISTICS

This position is the only one in this classification. It is characterized by the responsibility for accuracy as it relates to the District's Position Control System; the advanced knowledge of programming and computer skills required; and the increasing responsibility to perform detailed complex accounting tasks with high levels of accuracy in the areas of projections and budgeting.

OCCUPATIONAL GROUP

Classified (Business)

EXAMPLES OF DUTIES

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

1. Monitors and updates the District's position control system working in conjunction with the Human Resources Office to ensure accurate budgeting of positions and costs. **(E)**
2. Creates and/or modifies changes within the Position Control System to reflect the needs of the program. **(E)**
3. Revises the Position Control System with updated salary and benefit schedules resulting from collective bargaining agreements, reclassifications, and changes in assignments, etc. **(E)**
4. Corresponds with sites and department managers on issues related to staffing and position control.
5. Assists in the development of forms and procedures for position allocation and budget administration.
6. Coordinates with the Payroll Department to provide analyses and reports as required by senior management.
7. Works in conjunction with the District Lead Payroll Technician and with the County Office to bring the District in line with the most current payroll system.

8. Advises appropriate staff regarding allocation and adjustments for specially funded positions (i.e., by grants, categorical programs, etc.). **(E)**
9. Provides technical information and assistance to District staff on issues of staffing and position control.
10. Recommends and assists in the formulation and implementation of improved systems and procedures for position control.
11. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- School district organization and operations;
- Generally accepted accounting principles;
- Salary schedules, especially in a public school setting;
- Computerized spreadsheets;
- California School Accounting Manual;
- Arithmetic calculations;
- Computerized on-line accounting systems;
- Budget practices and procedures;
- Modern office practices.

Ability to:

- Make complex mathematical calculations;
- Modify and update an existing Position Control System, as needed;
- Work with Excel at an intermediate to advanced level;
- Analyze data and prepare and present appropriate reports;
- Work with minimal supervision;
- Compile, analyze, and project staffing costs;
- Communicate effectively both orally and in writing;
- Operate modern office equipment, including the personal computer;
- Read and interpret laws applicable to specific work situations;
- Design spreadsheets with links to tables;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day;
- Meet established schedules and timelines.

EXPERIENCE

- At least four years of financial record keeping;
- Recent experience in analyzing and maintaining a computerized accounting system.

EDUCATION

- Any combination equivalent to completion of twenty-four (24) semester units or thirty-six (36) quarter units of college work in Accounting or Finance. Four 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;
- Documented completion of advanced training in Excel and Microsoft Word;
- Documented completion of training in computer programming.

WORKING CONDITIONS

- District office environment;
- Demanding timelines;
- Subject to frequent interruptions.

PHYSICAL ABILITIES

- Visual ability to read, prepare, review, analyze, and assure accuracy of documents and reports;
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment;
- Hearing and speaking to exchange information in person and telephonically;
- Sitting for extended periods of time;
- Bending at the waist and reaching to retrieve and maintain files and records.

HAZARDS

- Extended viewing of computer monitor;
- Working around and with office equipment having moving parts.