

**ACCOUNTANT II/FACILITIES AND PLANNING**

**DEFINITION**

Under general direction, performs, organizes and coordinates specialized functions in the preparation and maintenance of District school construction accounting records; prepares related reports; interprets and implements Federal, State, County and District laws and directives for financial record keeping, budgeting and year-end closing. Directs and assists account clerks in the processing of District cash disbursements, cash receipts and journal entries.

**DISTINGUISHING CHARACTERISTICS**

This position is the only one in this classification and is characterized by increasing responsibility to perform detailed complex accounting tasks, with high levels of accuracy and knowledge in the areas of school construction accounting procedures; having full understanding of accounting for Certificates of Participation (COPs) and other debt instruments.

**OCCUPATIONAL GROUP**

Classified (Facilities/Planning)

**EXAMPLES OF DUTIES**

Duties include, but are not limited to the following:

1. Assists in the developing and implementing of controls and records related to school construction accounting; prepares and files appropriate reports with the State Allocation Board and other Federal, State and local agencies. **(E)**
2. Prepares and audits financial reports and records relevant to the District's cash management program and debt service programs. **(E)**
3. Performs financial record keeping related to the District's facilities projects. **(E)**
4. Assists in the assembling, tabulating, calculating and preparing of the annual facilities budget. **(E)**
5. Works with computer-based accounting system; maintains accuracy in all phases of the accounts payable procedure. **(E)**
6. Maintains current material related to school construction accounting, public school law and accounting procedures. **(E)**
7. Directs and assists account clerks in assembling, tabulating, calculating, verifying and filing school construction records. **(E)**

8. Assists external auditors to ensure efficient and responsive audit of the District's funds especially for facilities projects and debt payments. **(E)**
9. Other duties as assigned.

**(E)** = Essential Functions.

### **MINIMUM REQUIREMENTS**

#### **Knowledge of:**

- State school building construction policies and procedures especially as they relate to reimbursement and reporting requirements;
- State Accounting manual and fund accounting principles used in developing and preparing financial input documents;
- Purpose, methods and practices of District financial record keeping as they relate to debt payments and facilities;
- Electronic Spreadsheets, Word Perfect, Excel, or other similar word processing applications;
- Federal, state, county and district laws, policies, rules and applicable to district accounting functions;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Financial analysis and research techniques.

#### **Ability to:**

- Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal accounting records;
- Work with minimal supervision;
- Read, interpret, apply and explain laws, rules and regulations specific to work situations;
- Perform complex accounting functions;
- Prepare, review and verify financial statements and related summaries and reports;
- Perform double entry bookkeeping;
- Operate standard office machines including computer terminals;
- Prepare oral and written reports;
- Understand and carry out oral and written directions.
- Prepare correspondence to vendors, school personnel and other agencies;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day;
- Meet established schedules and timelines.

### **EDUCATION**

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

**EXPERIENCE**

Recent experience in analyzing and maintaining school construction and facilities records.

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 with accounting responsibility for school construction and facilities.

**WORKING CONDITIONS**

- Office environment;
- Frequent interruptions;
- Statutory deadlines.

**PHYSICAL ABILITIES**

- Seeing to read, review and assure accuracy of budget documents and financial statements and reports;
- Dexterity of hands and fingers to operate a computer keyboard;
- Sitting for extended periods of time;
- Hearing and speaking to exchange information in person or telephonically.

**HAZARDS**

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

Board Approved: 03/19/99

