Accountant

Purpose
The job of Accountant is done for the purpose/s of supervising, analyzing, approving and evaluating all data prepared by others prior to entering the District accounting system; maintaining financial operations, ensuring revenues and expenses are within budget limits and overall fiscal policies and/or regulations meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; determining budget allocations and implementing the decisions of all schools/divisions/departments; ensuring efficient use of financial resources; and providing financial guidance and recommendations to the Superintendent and/or Board; and communicating cooperatively with State, County officials, external auditors and a variety of vendors concerning financial matters of the District. This job is distinguished from similar jobs by the following characteristics: this job requires a Bachelor's Degree in Accounting and experience in Accounting with evidence of increasing levels of responsibility. This job reports to Director-Business Services.

Essential Functions

- Analyzes contracts and projects (e.g. transportation services, student projects, etc.) for the purpose of determining feasibility of service within budget parameters, making recommendations and/or maximizing use of funds.

- Analyzes, evaluates and approves all data prepared by others for the purpose of ensuring accuracy, consistency and adherence to established internal policies and procedures prior to processing into the District accounting system.

- Assists auditors for the purpose of providing required information and coordinating necessary project activities.

- Assists in preparing annual budget, including working with program administrators in developing and maintaining program budgets for the purpose of ensuring fiscal solvency, and providing for internal audit of services and documentation as required by district, state and federal guidelines.

- Implements reporting and processing procedures and internal controls for the purpose of maintaining accurate records and complying with the Uniform System of Financial Record keeping, district policies and other regulatory requirements.

- Informs personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.

- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, grants, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.

- Monitors fund and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
• Presents information on a variety of topics for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

• Processes a wide variety of fiscal information for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.

• Provides technical expertise and direction regarding accounting issues and related activities for the purpose of conveying pertinent information to appropriate parties.

• Recommends policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.

• Researches a variety of topics for the purpose of providing information, recommendations, and/or addressing administrative requirements.

• Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.

• Supervises assigned personnel for the purpose of ensuring department functions are performed efficiently and in conformance with regulatory guidelines.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; analyzes several individual's responsibilities, work load and productivity; and applying pertinent laws, codes and regulations.

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and procedures of governmental accounting, auditing, financial record keeping, reporting, supervision, training and performance evaluation; modern office procedures and methods; pertinent codes, policies, regulations and/or laws; accounting/bookkeeping principles; standard office equipment; computer software application used in a business office environment; business telephone etiquette, multi-function phone systems; key boarding; modern office practices; and record keeping procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; adapting to changing work priorities; being attentive to detail; setting priorities; working with frequent interruptions; and displaying tact and courtesy.
Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; determining the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Bachelor’s degree in job-related area.

Required Testing: None specified
Certificates and Licenses: None specified
Continuing Educ. / Training: None specified
Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt
Approval Date: 12/14/2018
Salary Grade: 87X

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ___________________________ Date: ___________________

Employee Signature: ____________________________________________________________