

**Job Summary:**

The job of Accountant is done for the purpose/s of planning, organizing and participating in responsible and technical fiscal records management, auditing, reporting functions, and activities. Under the direction of the Director of Internal Business Services, or the Director of External Business Services, the Accountant performs specialized accounting; auditing of accounts, records and disbursements; monitors financial data and reporting systems; and performs other related work as assigned.

**Essential Functions:**

- ▶ Coordinates the work efforts of fellow staff members and district employees for the purpose of gathering financial and other data from multiple sources needed to complete federal and state reporting requirements, providing training sessions to staff and districts, and completing accounting, budgetary and payroll research projects.
- ▶ Inputs payroll, budget and financial transactions for the purpose of generating payments, payroll corrections, accounting entries, budget appropriations, state and federal reports, correspondence and financial projections.
- ▶ Maintains financial historical documents and accounting records for the purpose of securing and making available historical information when needed.
- ▶ Meets/confers with staff members, supervisor, district personnel and boards of education for the purpose of providing and receiving financial information and training.
- ▶ Plans work assignments, meetings, reporting schedules, system development needs for the purpose of meeting statutory and internal financial reporting deadlines, district training, providing information to districts, and effecting changes in the financial system.
- ▶ Provides training, technical assistance and information for the purpose of making other staff and district employees aware of pertinent financial information, available resources and procedural requirements.
- ▶ Reconciles bank accounts, treasury funds, clearing and liability accounts for the purpose of insuring the propriety and completeness of processed transactions.
- ▶ Reviews/analyzes financial information and transactions for the purpose of understanding, correcting and providing approval of accounting information and assisting district and fellow employees in understanding financial transactions.
- ▶ Schedules work efforts and completion deadlines, technical research, networking and requests for assistance for the purpose of completing assigned work in a timely manner, and meeting information needs of other staff and district employees.
- ▶ Verifies financial information and transactions of the County Office of Education and school districts within the county for the purpose of identifying errors, issuing accurate financial information, and verifying financial transaction propriety.
- ▶ Transports self to various school districts within Tulare County for the purpose of providing training and technical assistance.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - operate office equipment, i.e., personal computer, 10-key calculator, copier, telephone, scanner, fax machine, projector, and microfilm reader;
  - work well with others in a courteous, timely, tactful, patient, and cooperative manner.
- ▶ **Knowledge of:**
  - Accounting principles, methods, practices and procedures (knowledge of CA school district accounting preferred);
  - legal mandates related to CA school district financial reporting, appropriation controls and program compliance;
  - computerized systems used in financial accounting and report generation;
  - budget development practices and encumbrance accounting;
  - payroll and retirement practices and reporting requirements;
  - financial forecasting methods;
  - financial records management procedures;
  - basic financial document types and their purpose;
  - CA K-12 school district and county office of education finance;
  - CA attendance accounting regulations and guidelines.
- ▶ **Ability to:**
  - write legibly;
  - quickly understand and organize financial information;
  - clearly communicate fiscal concepts orally and in writing;
  - use word processing and spreadsheet software (Microsoft products preferred);
  - interpret federal and state regulations related to fiscal matters;
  - understand and complete oral and written directions.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 90% sitting, 8% walking and 2% standing.

**Experience Required:**

- ▶ Job Related Experience is desired.

**Education Required:**

- ▶ Bachelors Degree in job related area.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA:** Non Exempt

**December 2002**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco – Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.