



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Accountant

JOB SUMMARY:

Under administrative direction, plans, coordinates, organizes, and participates in professional accounting and budgeting in District accounting and fiscal record management; calculates financial projections; performs a variety of complex, technical accounting functions; assists in preparation of District budget; develops and prepares a variety of financial reports to the Board, County, State and Federal government; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The Accountant is the most senior non-management level position in the accounting series. This position performs financial activities such as budget development and maintenance, analysis and forecasting, financial report preparation, and position control; plans, organizes and participates in District accounting and fiscal record management; performs a variety of complex, technical accounting functions; prepares and maintains a variety of State, Federal and District financial records and reports. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Fiscal Services.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Analyzes a variety of fiscal data and specific accounting operations (e.g. budgets, mandatory financial reports, statistical analyses, grants, project proposals, contracts, reports, data, etc.).
- Performs complex and technical accounting work with revenues, expenditures and special program/project funds; prepares analyses, schedules, journal vouchers and reconciliations to produce accurate periodic financial reports in accordance with GAAP and the State Accounting Manual;
- Calculate allocation of costs to District departments and other entities; make recommendations regarding policies, procedures and/or actions related to financial functions;
- Reconciles account balance and major postings to source documents;
- Prepare project accounting reports, projections of revenues, budget estimates, and supporting schedules;
- Review and process requests for budget adjustments;
- Prepare multi-year cash flow analysis, develop databases, answer questions, and compile special reports for departmental use in budget tracking and reporting.
- Monitor, prepare, maintain, audit, process, and compile a wide variety of financial records and information (e.g. budget, fund balances, revenue account status, journal entries, general funds,

categorical funds, procedures, reports, memos, annual financial statements, draft financial statements for auditors, letters, cash flow reports, etc.).

- Collaborate activities with other district personnel.
- Implement and inform involved parties on financial activity, reporting procedures and internal controls;
- Research discrepancies of financial information and/or documentation.
- Respond to inquiries from a variety of sources including staff, other educational institutions, funding agencies, auditors, governing board, etc.

Other Related Duties:

- Lead, guide, and/or coordinate with others;
- Assist other personnel to ensure an efficient and effective work environment;
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

SUPERVISION:

General supervision is received from the Director of Fiscal Services. Provide leadership and/or guidance and direction to subordinate positions assigned to the Fiscal Services Department.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, principles and practices of budgeting, accounting statistics, financial reporting and record keeping;
- Laws, ordinances, and regulations affecting the operation of accounting principles, and practices and their application;
- Financial and/or budgetary reports and statements for District funds;
- Principles of business administration and personnel management;
- Business math;
- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;
- Analyze situations to define issues and draw conclusions;
- English usage, spelling, grammar, and punctuation;
- Modern office practices, procedures, terms and equipment including proficient knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Business office telephone techniques and etiquette.

Ability to:

- Work independently in developing district budget and accounting systems and procedures;
- Apply analytical and statistical principles and procedures to resolve budgeting, accounting or payroll problems;
- Work with data of widely varied types and/or purposes;

- Rapidly learn the County accounting system and/or other job specific software systems;
- Objectively and accurately do original and secondary research;
- Prepare comprehensive, clear, concise reports;
- Follow complex and technical oral and written instructions with precision and exercising sound judgement;
- Confer with groups and individuals effectively explaining budgetary and fiscal planning procedures;
- Review, check, verify and/or reconcile the accuracy of accounting or payroll records;
- Adapt to changing work priorities, be attentive to detail, communicate with diverse groups, maintain a professional work environment, establish and maintain effective working relationships, maintain confidentiality, meet deadlines, set priorities, and work with detailed information/data;
- Lead and provide direction/training to office staff;
- Operate a variety of office equipment associated with making calculations and maintaining accounting records;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- A bachelor's degree in accounting or closely related field supplemented by the completion of courses that provide at least 12 units or equivalent units in accounting from an accredited institution.
- Public school accounting experience is preferred.
- Experience in the application of data processing to accounting transactions is also preferred.

Experience:

- Four years of responsible accounting experience involving financial record-keeping, bookkeeping or accounting, financial process and reporting with responsibility for general ledgers, special funds, payroll, budget conformity, and governmental reports.

LICENSES REQUIRED:

Required to possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff; frequently works without guidance from immediate supervisor. The position may require working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of this job, the position is continuously required to sit for long periods of time. The position frequently requires the use of repetitive motions of the wrists, hands and fingers. The incumbent may occasionally walk, talk, and hear. The work involves little to light physical efforts; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Proposed Salary Range 48
Classified Bargaining Unit

New classification approved by Personnel Commission effective: 2/16/17