

DISTRICT ACCOUNTANT

DEFINITION

Performs professional accounting duties of a difficult and responsible nature. and assists the Controller in planning, organizing, reviewing, and supervising the activities of employees engaged in the accounting function of the District.

SUPERVISION

General supervision is received from the Controller.

Supervision is exercised over professional and clerical accounting personnel.

EXAMPLES OF DUTIES

Plan, organize, control, and direct the operations of the Accounting department including various functional areas such as general ledger, accounts payable, student fees, accounts receivable and reconciliation.

Plan and coordinate the monthly and annual closing of accounting books.

Direct the preparation of a variety of financial, narrative and statistical reports and projection for management planning and Board authorization.

Prepare quarterly and annual tax reports.

Analyzes, maintains and supervises the maintenance of complex financial records and is responsible for identifying actual or potential problems and recommending corrective or preventive action.

Correctly classifies and records income, expenditure and balance sheet data, and prepares appropriate accounting reports through closing.

Maintains accurate and timely reconciliation of bank accounts and District Financial System records with County Office of Education reports.

Maintains full and complete transaction records for audit trail requirements and assists in external audits.

Analyzes accounting statements and reports to identify significant trends and activities affecting District assets, liabilities, and equities and recommends action for the resolution of actual or potential problems.

Reviews fiscal records to implement District policy and regulations and calls problems to the attention of supervisors or operating department personnel.

Answers questions and advises operating department personnel on such matters as the status of accounts, need for adjustments, current or potential overdrafts, or classification of expenditures.

Plans, develops, organizes, reviews, and directs the activities of the professional/clerical staff in the Accounting department.

Develops and recommends accounting forms and procedures.

EXAMPLES OF DUTIES (continued)

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles and procedures, with emphasis on governmental accounting.

Current knowledge of tax regulations and education code provisions.

Use of data processing methods and procedures in computer applications to accounting functions.

Statistical and arithmetical presentation of data.

Business practices and procedures.

Principles of supervision.

Ability to:

Perform all phases of maintaining District financial records from classifying through closing.

Analyze and interpret financial and statistical data.

Prepare clear, concise written instructions, reports, and accounting statements.

Deal effectively and tactfully with District personnel, other governmental agencies, private firms, and the public.

Effectively directs the work of a group of accounting and clerical employees.

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's degree from an accredited college or university with a major in Accounting OR a valid license to practice as a Certified Public Accountant in California.

Three years of professional accounting experience.

Desirable:

Supervisory experience and experience in governmental accounting.