



Sequoia Union High School District

Job Description

JOB TITLE:	Accountant / Auditor
REPORTS TO:	Director, Budget/Finance
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	17.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District Office
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to perform responsible accounting and auditing duties related to the District's financial records and reports; to coordinate in-house auditing functions with required external audits; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Under general supervision, incumbents perform complex and technical duties related to the district's accounting activities, requiring the exercise of sound independent judgment and the interpretation and application of district policies and procedures. This class is distinguished from the District Accountant, which is a lead and advanced journey classification responsible for performing and coordinating the district's general accounting functions.

EXAMPLES OF DUTIES

- Audits journals, ledgers, records, reports and supporting documents relating to district income and expenditures for accuracy and appropriateness; reports findings and/or takes corrective actions as appropriate;
- Audits program/project and fiduciary trust funds including Student Body Funds; assist school staff in proper accounting procedures;
- Monitors, reviews and verifies a variety of financial accounting reports, statements, records, and supporting documentation for accuracy, completeness, and compliance with District policy and procedure; effects necessary corrections;
- Collects, audits and enters salary and benefits data to be used in the preparation of budget reports;
- Arranges, posts and balances financial data; prepares summaries and reports; performs journal entries, account analyses and reconciliations, fund transfers, and related accounting duties;
- Acts as liaison and resource for District and County staff, school site personnel, and others regarding accounting procedures and standards;
- Compiles data and information in preparation for compliance audits;
- Establishes and maintains detailed files and records relating to accounting activities; prepares reports, correspondence and related documents;
- Operates a variety of office equipment and performs filing, typing, and related clerical

- tasks in support of assigned functions.

QUALIFICATIONS

Knowledge of:

- Generally accepted accounting and auditing principles, particularly as applied to governmental accounting.
- Computerized accounting systems and applications.
- Applicable laws, codes, regulations and policies.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

- Establishing and maintaining accurate financial records and files.
- Preparing clear, accurate and comprehensive financial reports.
- Gathering, reviewing and evaluating data and information for compliance with established procedures and controls.
- Identifying, comprehending and resolving discrepancies.
- Working independently and using sound judgment within the framework of policies, procedures and guidelines.
- Operating standard office equipment including computers and adding machines With speed and accuracy.
- Reading and writing at a level sufficient for successful performance of required duties.
- Interpreting and applying relevant laws, rules, policies and other guidelines Associated with assigned functional area(s).
- Establishing and maintaining effective working relationships with those contacted In the course of work.

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to a two-year degree in accounting or a closely related field and two years of responsible technical and professional accounting experience.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.