



Sequoia Union High School District

Job Description

JOB TITLE:	Lead Accountant
REPORTS TO:	Controller
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	20.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District Office
BOARD APPROVAL:	6/28/17

DEFINITION

Under the direction of the district Controller, this position performs responsible professional modern accounting duties in the establishment and maintenance of the District's financial records and reports; assists in directing and overseeing the work of accounting department staff; reconciles District accounting activities with County records; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a lead classification. Under general supervision, the incumbent performs complex and technical duties related to the district's accounting activities, and act as a lead worker to other staff, requiring the exercise of sound independent judgment and the interpretation and application of district policies and procedures.

EXAMPLES OF DUTIES

- Opens, maintains, balances, adjusts, and closes district accounting records; prepares journal entries and posts, balances and audits entries for compliance with accounting principles and District policies;
- Maintains, balances, and reconciles District ledgers/records to County records and reports;
- Prepares monthly financial statements, tax and fee payments, state and federal reports and claims, and a variety of periodic and special statistical and financial reports, summaries and analyses;
- Provides lead guidance, training and assistance to accounting staff in problem resolution, interpretation and application of district policy and procedure, and decision-making; assists in establishing new or modified accounting procedures and methods within the department;
- Monitors, reviews and verifies a variety of financial accounting reports, statements, and supporting documentation for accuracy, completeness, and compliance with District policy and procedure; effects necessary corrections;
- Acts as liaison and resource for District and County staff, school site personnel, and others regarding problem resolution, accounting procedures and standards, and general accounting information;
- Assists in the maintenance, operation and enhancement of the district's computerized accounting system;
- 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

Education and Experience:

- Graduation from a four-year college with a degree in Accounting, Finance, Public or Business Administration, and three years of responsible experience in school or governmental accounting.

Knowledge of:

- Generally accepted accounting principles, particularly as applied to governmental accounting.
- Appropriate job related software programs that are applicable to finance budgeting and payroll; i.e. MS Office, file transfer protocols, independent integrated financial systems.
- Laws, codes, regulations and policies governing fiscal systems, capital fixed asset reporting and inventory control systems.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

- Establishing effective accounting systems and procedures;
- Interpreting and applying accounting regulation and procedures;
- Establishing and maintaining accurate financial records and files.
- Preparing and presenting clear, accurate and comprehensive financial statements.
- Organizing, coordinating and reviewing work.
- Preparing and providing training and assistance to administrative and technical personnel in accounting and fiscal record keeping;
- Communicating effectively with others;
- Instructing, training, and supervising the work of others;
- 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.
- 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.

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 reach, bend and grasp in order to file and retrieve materials.

- Physical ability to sit or otherwise remain stationary or stand at work post for long periods.
- The ability to lift up to 20 pounds.
- Noise level in working environment moderate.

OTHER REQUIREMENTS

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.
- May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.