



Sequoia Union High School District

Job Description

JOB TITLE:	District Accountant
REPORTS TO:	Director, Budget/Finance
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	20.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District Office
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to perform responsible professional accounting duties in the establishment and maintenance of the District's financial records and reports; to assist in directing and overseeing the work of accounting department staff; to reconcile District accounting activities with County records; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a lead and advanced-journey level classification. Under general supervision, incumbents perform the more 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

Knowledge of:

- Generally accepted accounting 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 statements.
- Organizing, coordinating and reviewing work.
- Training and directing 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.
- 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 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.