

North Monterey County Unified School District
POSITION DESCRIPTION

Position Title:	Accountant
Job Family:	Accounting/Fiscal
Reports to:	Director of Fiscal Services
Salary Level:	Range 31
Calendar:	Classified 12 Month

SUMMARY:

Under the general supervision of the Director of Fiscal Services performs professional accounting on a district-wide level in the preparation and control of the District's budget and general ledger. Participates in the process of complex accounting transactions, preparing adjustments to ledgers, performs reconciliations, reporting and auditing general ledger information to State/Federal/Local agencies. Prepares, maintains, audits, and verifies District accounts and funds, and employee benefit documents. Responds to inquiries regarding accounts, funds, and prepares special reports as needed. Ensures activities comply with applicable standards, laws, codes, rules, regulations, policies, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintains all District fund records as required.
- Reconciles and adjusts accounts by processing journal entries and fund transfers.
- Compiles and processes information and data for annual expenditure reports including categorical programs and attendance reporting.
- Assists in annual audit processes and other compliance audits as needed.
- Prepares, reviews and evaluates financial documents and correspondence as assigned; ensures local, state and federal reports, including Categorical, are completed and submitted to appropriate agency or personnel per established timelines.
- Reconciles and processes actual and/or budget and payroll adjustments as needed.
- Monitors budgets and general ledger including payroll adjustments.
- Audit and adjust source documents, time reports, and payroll listings.
- Assists in the calculation and processing of the district payroll.
- Assists program and site-based managers, and related personnel, in preparing and revising budgets.
- Monitors a wide variety of financial information (e.g. position controls, staffing units, salaries, benefits, etc.) for the purpose of maintaining an up-to-date trail for reference and ensuring compliance with established regulations.
- Prepares and processes deposits into the District financial system.
- Maintains files and records related to leaves of absence, vacations, sick leave and related matters.
- Reconciles Cash and maintains Balance Sheet Account reconciliations.
- Maintains compliance with State and Federal accounting standards and development.
- Compiles and analyzes data from individual school sites ensuring accuracy of average daily attendance (ADA) for required attendance reporting; submission of all appropriate reports and documents to the County Office of Education.
- Analyzes accounting control procedures and recommends changes or modifications consistent with existing State and Federal reporting standards, policies and procedures.
- Prepares the Districts' quarterly reports including Sales/Use Tax, Fuel Tax, Unemployment and Federal Interest.

- Reviews, reconciles, and processes the districts payments for debt instruments.
- Reviews and processes the Federal Interest Calculation.
- Invoice external vendors and follow up with payments; Monthly reconciliation of Accounts Receivable and Accounts Payable
- Other accounting duties as assigned.
- Prepares funds transfers as needed.
- Verifies and posts transfers from Monterey County Office of Education.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned accounting functions.
- Attend and participate in various meetings, committees and in-services as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Any combination equivalent to: bachelor's degree in accounting, business administration or related field and two years of professional accounting experience performing varied financial analysis, record-keeping and report preparation duties.

Knowledge of:

- Methods, procedures and terminology used in professional accounting work.
- Audit theory, principles, techniques and practices and their applications to government finance.
- General accounting and business functions of an educational organization.
- Generally Accepted Accounting Principles (GAAP).
- Analysis of complex financial statements and reports.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Budgeting practices regarding monitoring and control.
- Financial analysis and projection techniques.
- Research and statistical evaluation techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.
- Provide administrative support in the review, analysis and development of designated budgets and accounts.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records.
- Compare numbers and detect errors efficiently.
- Prepare and analyze comprehensive accounting reports.
- Reconcile, balance and audit assigned accounts and budgets.
- Provide consultation concerning assigned accounting and budgetary activities and related functions.
- Reconcile various fiscal statements to assure accurate fund accounting as assigned.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain accurate and well organized financial and statistical records.
- Analyze financial data and prepare reports, forecasts and recommendations.

- Perform under demanding and varied work schedule, with ability to remain flexible and focused during interruptions and distractions.
- Meet schedules and time lines.
- Operate standard office equipment including a computer and assigned software.
- Determine appropriate course of action within clearly defined guidelines.
- Work independently with little direction.
- Maintain regular attendance and punctuality.

Desired Qualifications:

- Experience working in school district accounting

PHYSICAL REQUIREMENTS:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies.
- Work in an indoor environment.


WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors. The noise level in the work environment is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and District Agreement

CSEA  Date 6-12-18

DISTRICT  Date 6/12/18

Board Approved: May 24, 2018