

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

ACCOUNTANT

DEFINITION

Under direction, to perform professional-level financial accounting, work in establishing, analyzing, auditing, reconciling, and maintaining assigned financial records; to prepare accounting, budgetary and statistical reports, statements, and claims; to recommend the establishment and revision of accounting procedures; and to perform related work as required.

EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Perform professional-level accounting, financial analysis, auditing, and financial reporting work for assigned records and funds. E
- Compile, prepare and file financial reports and claims. E
- Review financial reports and accounting records for accuracy, completeness, and compliance with standards; make journal entries and transfers. E
- Maintain and reconcile monthly bank statements; post cash receipts to cash receipts journal; enter disbursement into cash disbursements journal. E
- Record information into general ledger; balance general ledger accounts; prepare trial balances and financial statements; monitor funds and account balances. E
- Prepare and maintain reports of cash flow. E
- Assist auditor in the conduct of audits. E
- Collect and compile information for assigned studies and prepare summaries, reports, and recommendations, as appropriate.
- Open and close books; prepare tax reports. E
- Answer telephone and written inquiries and give out authoritative information.
- Recommend accounting and internal control procedures.
- Keyboard reports, correspondence, and related materials; use computer terminal and applicable standard and specialized software to enter, extract, compile, and format data. E
- Perform related duties as assigned.

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none">• Principles and practices of general, cost, and fund accounting;• Basic financial analysis and research procedures;• Modern data processing systems and procedures as they apply to financial record keeping;• Computer terminal operating methods;	<ul style="list-style-type: none">• Perform professional-level accounting in the maintenance of a complete set of books for a complex program;• Classify fiscal documents and transactions;• Prepare clear and concise financial reports;• Perform routine statistical and financial analysis and auditing;

<p>Knowledge of: (cont.)</p> <ul style="list-style-type: none"> • Business mathematics; • English usage, spelling, grammar, and punctuation; • Financial report preparation; • Modern office equipment and procedures. 	<p>Ability to: (cont.)</p> <ul style="list-style-type: none"> • Read, understand, interpret, and apply specific county, state, federal, and special project accounting and fiscal requirements, procedures, and policies; • Operate a calculator by touch; • Operate a computer terminal and use standard word-processing, database, graphics, and spreadsheet programs at a skilled level; • Understand and carry out oral and written instructions. • Establish and maintain effective relationships with those contacted in the course of work.
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TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background in one year of professional-level experience performing varied accounting, financial analysis, record keeping, and report preparation duties.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance 2 feet</p> <p>Compile data for reports; process accounts</p>	<p>To perform tasks such as to:</p> <p>Read accounting manuals and instruction</p> <p>Read computer monitor</p> <p>View a computer screen for prolonged periods of time</p>
<p>Hearing: (which may be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Contact vendors and respond to their inquiries</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p>	<p>To perform tasks such as to:</p> <p>Contact vendors and respond to their inquiries</p>

<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Use computer keyboard to enter data; turn pages in report</p> <p>Look from desktop references to computer monitor</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 10 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Use computer reports and accounting manuals</p>
<p>Environmental Requirements:</p> <p>Work cooperatively with others</p> <p>Work inside around others, in poor ventilation</p>	<p>To perform tasks such as to:</p> <p>Use equipment; coordinate work to meet deadlines</p> <p>Work in an office environment with low level noise, and interruption of co-workers</p>
<p>Mental Requirements:</p> <p>Read and write at a moderate level essential for successful job performance; understand, interpret, and apply information</p> <p>Math skills at an intermediate level</p> <p>Comparing</p> <p>Compiling</p> <p>Analyzing</p> <p>Memorization</p> <p>Judgement</p> <p>Learn quickly and follow procedures and standards</p> <p>Place information in order of importance</p> <p>Listen</p>	<p>To perform tasks such as to:</p> <p>Read and understand accounting and reporting requirements</p> <p>Perform accounting and statistical analysis of data</p> <p>Detect errors in data; match documents</p> <p>Gather data for reports</p> <p>Identify patterns; check for reasonableness</p> <p>Remember frequently-used information</p> <p>Adjust to frequent changes in reporting requirements; change computer software</p> <p>Review data and question unreasonable information</p> <p>Perform work in accordance with established priorities and deadlines</p> <p>Review instructions and information for processing</p>

Other Conditions of Continued Employment:

- Demonstrate fluency and literacy in English
- Wear clothing/safety gear in accordance with established standards/uniform code
- Use of personal automobile in the course of employment may be required of some positions
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/26/95