

# Union School District

## JOB DESCRIPTION

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### Accountant

#### JOB SUMMARY

Under the general supervision of the Chief Financial Officer and/or his/her designee, within a broad framework of standard policies and procedures, performs a wide variety of responsible fiscal record keeping, computerized accounting and word processing duties; communicates effectively; uses independent judgment and initiative.

#### REPRESENTATIVE DUTIES

Performs professional level accounting work in accordance with a prescribed accounting system, district policies, state laws and generally accepted accounting principles; maintains a complete chart of accounts as required; analyzes and verifies accounting data for posting; posts, adjusts and balances accounts; prepares, analyzes and reviews revenue, expenditures, fund conditions and budgetary accounts; reconcile and approve progress payments; analyzes and verifies financial reports and statements; analyzes, evaluates and develops procedures to meet needs of preparation, control and coordination of district project budgets; performs internal audits; gathers, classifies and summarizes financial data; prepares district, state and federal financial reports as required; participates in available training in order to meet new technology standards; performs other related duties as required.

#### EMPLOYMENT STANDARDS

**Knowledge of:** Modern office practices and procedures; methods, practices and terminology used in financial record keeping; operation of computers and standard office machines; proper English usage, grammar, punctuation and spelling.

**Ability to:** Operate a variety of office machines; post and make arithmetical computations rapidly and accurately; work on a computer and be proficient on word processing, spreadsheet and data base software; understand and apply rules, regulations, procedures and policies; communicate effectively in English, both oral and written form; understand and carry out oral and written directions in an independent manner; type using a typewriter or computer keyboard at a minimum of 45 wpm; meet the physical requirements necessary to perform the job; establish and maintain cooperative relationships with those contacted during the performance of required duties, including school district personnel, students, parents, community members, contractors, consultants and vendors.

Accountant – Business Services
Classified Salary Range: 717

**Experience:** Any combination of experience and training that would indicate possession of the knowledge, skills and abilities listed herein.

**Education:** Completion of the 12<sup>th</sup> grade or equivalent; two years of community college course work in accounting and office skills and/or four years of experience in accounting with computer proficiency.

**Licenses and other requirements:** A valid Class C California Driver's License with evidence of appropriate insurance may be required.

**Physical Effort/Work Environment:** Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation; hear normal range verbal conversation; lift up to 20 pounds; carry up to 20 pounds; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; conduct frequent repetitive arm, hand and body motion.

Approved by Board-

Accountant – Business Services
Classified Salary Range: 717