

UNION SCHOOL DISTRICT

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services and his/her designee, within a broad framework of standard policies and procedures, perform a wide variety of responsible fiscal record keeping, computerized accounting and word processing duties; communicate effectively; use independent and professional judgment and initiative.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform professional level accounting work in accordance with a prescribed accounting system, district policies, federal and state laws, Generally Accepted Accounting Principles (GAAP) and California School Accounting Manual (CSAM).

Maintain a complete chart of accounts as required.

Process purchase requisitions as needed.

Analyze and verify accounting data for posting; posts, adjusts and balances accounts and initiate budget transfers as needed.

Prepare, analyze and review revenue, expenditures, fund balance, cash flow and budgetary accounts

Process accounts payable; receive, sort, process, verify invoices; check invoices and match with purchase orders and other information; verify accuracy and completeness including authorization calculations, pricing, coding and vendor information; prepare invoices for payment and process batches.

Monitor and update budget, accounting, and other related financial data, including preparation and tracking of monthly financial reports; schedule milestones and coordinate between District administrators and external design professional and construction team including contractors, construction managers, architects, consultants, and inspector of records.

Review, analyze and verify financial reports and statements.

Analyze, evaluate and develop procedures to meet needs of preparation, control and coordination of district project budgets.

Prepare budget and financial reports for oversight committees

Schedule meetings and assist in managing related documentation for new construction and renovation projects; prepare all facets of communication documents required for project scheduling, phasing, and sequencing; record actions of major planning and design meetings; organize, schedule, and coordinate construction administration for all phases of design including schematic design, design development, and construction documents; develop, maintain, and revise systems and procedures related to office organization; maintain bond projects filing system.

Enter projects in the State of California Department of Industrial Relations (DIR) website

Work with and assist in the bidding process and contract awards through preparation of bid forms, documents, contract forms, project manuals, and other activities associated with the construction procurement process from conception to completion; track and log all documents related but not limited to Preliminary Lien Notices, Stop Notices and Releases, Certified Payroll issues, contractor license issues and Securities in Lieu of Retention escrow agreements and retention payments.

Develop and maintain spreadsheets and generate a variety of computerized reports.

Perform internal audits and assists District's external auditors by preparing documentation required for annual audits.

Enters fixed assets in tracking software and reconcile the assets with financial reports.

Collect and account for various fees (i.e. Developer fees, Use of Facility and Use of Field, etc.).

Prepare district, state and federal financial reports as required.

Coordinate and analyze costs for individual projects.

Monitor compliance and collection of financial data for State, Federal, and local reimbursements in order to meet legal, fiduciary, and statutory regulations.

Establish business reporting systems using computer technology and optical scanning equipment.

Compare and reconcile reports, forms and other financial documents.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Prepare and respond to a variety of correspondence; receive, sort and distribute mail as required; prepare and process outgoing mail for distribution; duplicate and distribute materials.

Attend mandatory trainings as required by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

GENERAL KNOWLEDGE OF:

Methods, procedures and terminology used in clerical accounting work;

Financial and statistical record-keeping techniques;

Modern office practices, procedures and equipment;

Data control procedures and data entry operations;

Operation of a computer and assigned software;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy; and

Mathematical computations.

ABILITY TO:

Perform a variety of clerical accounting duties in support of assigned accounts and functions such as accounts payable and accounts receivable;
Process and record accounting transactions accurately;
Receive, review, verify and process invoices, reimbursements and other documents;
Maintain accurate financial and statistical records;
Assemble, organize and prepare data for records and reports;
Compare numbers and detect errors efficiently;
Establish and maintain cooperative and effective working relationships with others;
Type or input data at an acceptable rate of speed;
Communicate effectively both orally and in writing;
Understand and carry out oral and written directions in an independent manner;
Meet schedules and time lines;
Make arithmetic computations with speed and accuracy;
Operate standard office equipment including a computer and assigned software; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of community college course work in accounting and office skills and/or four years of experience in accounting with computer proficiency.

A valid Class C California Driver's License with evidence of appropriate insurance may be required.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment
Constant interruptions.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb stairs, steps, and step ladders;
Lift up to 20 pounds;
Carry up to 20 pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
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; and

Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.