

Southern Kern Unified School District

Position Description

Position Title: **Accountant**

Department: Business Services

Reports To:

Prepared By: Staff Date: January 30, 2013

Approved By: Board of Education Date: February 6, 2013

DEFINITION: Under general supervision, to perform specialized accounting, budget control, insurance, and payroll clerical functions in maintaining financial and statistical records, utilizing manual and computer-assisted processes; to perform difficult and technical auditing, monitoring and lead clerical function; to do other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Performs specialized and technical functions in assembling, tabulating, calculating, verifying, and reconciling accounting, payroll, insurance and other fiscally related information and data
- Performs complex and technical fiscal audit and management operations related to one or more specialized accounting, budget control, insurance administration, and payroll functions
- Assists in revision, formulation, and implementation of accounting, budget control, insurance and payroll record management systems and procedures
- Coordinates and leads in the posting, balancing and verification of accounting, budget control, insurance, and payroll records
- May prepare trail balances and financial statements
- Prepares and verifies the accuracy and completeness of financial transaction records and reports
- Prepares accounting, budget control, insurance and payroll records analyses
- Operates computer terminals, EDP peripherals, and other business office machines and equipment
- Prepares system input data and analyzes, verifies, and reconciles output reports
- Makes complex mathematical calculations and verifies computations
- Performs lead functions within a specialized accounting, budget control, insurance, or payroll record management system, which includes the technical evaluation of accounting clerical personnel
- Interprets and provides information regarding routine legal mandates, policies, regulations, and fiscally operational guidelines to school district and County Office personnel
- Provides technical information to school districts, and State and Federal agencies

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: Knowledge of methods, practices, and procedures of governmental accounting, budget monitoring, and fiscally related record management systems. Operation of automated accounting record management, storage, and retrieval systems. Modern office practices, procedures, and techniques. Organization and planning methods, trends, techniques, and practices. Operation of standard office equipment, personal computers, and data processing financial systems.

ABILITY TO: Perform complex and technical accounting, budget control, insurance administration, and payroll clerical functions. Prepare, review and analyze accounting, budget

reports and records. Perform internal audit functions. Lead other accounting, and budget personnel. Make complex mathematical calculations and verify the results. Effectively and efficiently operate computerized accounting systems and other office machines and equipment. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships.

EDUCATION and/or EXPERIENCE:

- Three years of experience in accounting including one year in a lead or supervisory capacity. OR Bachelor of Arts degree in accounting, business, economics or related field with at least six units in accounting.
- High school and nine semester units of post high coursework in accounting, bookkeeping, business math, and/or accounting related courses.

Condition of Employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is:

- Regularly required to sit, talk and hear.
- Frequently required to stand, walk and reach with hands and arms.
- Occasionally lift and/or move up to 20 pounds.
- Occasionally type for long periods of time.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is usually quiet.
- The employee continuously interacts with the public and other staff.
- The employee must be able to meet deadlines with severe time constraints and multiple demands.

This position has a probationary period of six months or 130 days, whichever is longer.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.