

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Director of Financial Services, perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records for assigned District programs, accounts, funds and budgets; prepare a variety of financial and statistical reports, statements, records and claims; review, audit, analyze, reconcile and adjust designated funds and accounts.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records for assigned District programs, accounts, funds and budgets; assure financial activity of assigned accounts complies with applicable standards, requirements, laws, codes, rules, regulations, policies and procedures.

Prepare, maintain and audit a variety of financial and statistical reports, statements and records related to income, expenditures, funds, balances, profit & loss, accounts, budgets and assigned programs and activities; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.

Review, audit, analyze, reconcile and adjust designated funds and accounts; calculate, post, audit, code and adjust journal entries; update accounts to reflect income, expenditures, journal vouchers and other transactions; balance accounts, audit for errors and make appropriate adjustments; initiate and process account and budget transfers and other transactions as needed.

Monitor, evaluate and reconcile accounts related to assigned funds and budgets; compile, prepare and submit schedules, forecasts, claims and reimbursements required for grants and other funding sources of designated District programs and funds as assigned; prepare income and expenditure projections for assigned funds and programs.

Input and code a wide variety of financial and statistical data in an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data, develop spreadsheets and charts, and generate a variety of computerized reports and documents; assure accuracy of input and output data.

Provide consultation to administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, grants, funds, projects, transactions, records, reports, standards, practices, requirements, laws, codes, regulations, policies and procedures.

Reconcile banking and various other fiscal statements prepared by outside agencies to assure accurate fund accounting; assure financial statements, ledgers, transactions and account balances match District records and reports as assigned.

Participate in year-end closing activities including closing entries, accruals and reversals of accruals

as assigned; prepare month-end and year-end journal vouchers as required.

Prepare, process and analyze a variety of fiscal forms, journal vouchers and documents related to income, expenditures, grants and owed monies for assigned programs and funds; prepare, arrange for and follow up on payments, invoices and billings as directed.

Receive, review, research, compile, prepare, calculate and revise financial and statistical data related to assigned accounts, budgets and activities; distribute data, records and reports to appropriate District sites, departments and outside agencies.

Investigate, troubleshoot and resolve accounting issues, errors and discrepancies related to assigned accounts, budgets, activities and requests from District personnel; analyze account balances to determine funding needs as appropriate.

Communicate with District personnel, outside agencies and others to exchange information and resolve issues or concerns; prepare and distribute various correspondence related to assigned accounting functions.

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

Maintain designated District bank accounts as assigned; prepare bank deposits.

Provide assistance with audits of assigned programs, funds and projects as required

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in professional accounting and auditing work.

Generally Accepted Accounting Principles.

Preparation of financial statements and comprehensive accounting reports.

Analysis of complex financial statements and reports.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a school district.

Budgeting practices regarding monitoring and control.

Financial and statistical record-keeping techniques.

Applicable laws, codes, rules, regulations, policies and procedures.

Financial analysis and projection techniques.

Record retrieval and storage systems.

Research and statistical evaluation techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Business mathematics.

ABILITY TO:

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records for assigned programs, accounts, funds and budgets.
Prepare and maintain accurate financial and statistical records and statements.
Verify, reconcile, balance, audit and adjust assigned accounts.
Compare numbers and detect errors efficiently.
Calculate, post, audit and adjust journal entries including income and expenditures.
Reconcile various fiscal statements to assure accurate fund accounting as assigned.
Utilize accounting and auditing practices and terminology applicable to public sector accounting.
Prepare clear and concise financial reports.
Interpret, apply and explain laws, rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Make mathematical computations with speed and accuracy.
Plan and organize work.
Meet schedules and time lines.
Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or business administration and two years financial record-keeping, bookkeeping or accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Bending at the waist, kneeling or crouching to file materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

Adopted by BOT 1/25/03

Revised BOT 1/23/06