



## PERSONNEL COMMISSION

**Class Code: 0358**  
**Salary Range: 34 (C1)**

### ACCOUNTANT

#### JOB SUMMARY

Under general direction, perform professional accounting work in the computation, recording, and reporting of financial transactions; review accounting and other financial records and prepare financial reports and analyses; assure compliance with applicable laws, codes, rules and regulations; serve as a lead and provide work direction and guidance to assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Review and analyze budget, payroll, and expenditure reports of categorical programs and District funds such as Title I, Special Education, Nutrition Services, Child Development Centers, bond funds, and Mandated Cost claims for accuracy and completeness of amounts, encumbrances, expenditures and available funds; prepare journals to the general ledger as needed. **E**
- Prepare expenditure reports or reimbursement claims to funding agencies; calculate and add applicable indirect costs. **E**
- Prepare and review year-end closing transactions and journals such as deferred income, accounts receivable, and accounts payable. **E**
- Maintain and input changes to the District and Nutrition Services Chart of Accounts. **E**
- Prepare summary analyses, reports, projections, and recommendations regarding student attendance and enrollment including State apportionment reports and Average Daily Attendance (ADA) Projections. **E**
- Analyze, review and verify vendor invoices follow contracts, purchase orders and applicable laws, codes, rules and regulations to process for payment. **E**
- Serve as a lead in the office; train and provide work direction and guidance to assigned staff; assign and review work; participate in the hiring and evaluation process as requested. **E**
- Prepare and update staffing levels of assigned sites and monitor according to established quota of authorized positions; assist sites with preparing changes to positions such as funding sources, calendars and locations. **E**
- Coordinate, analyze and compile requested documentation and information with external auditors as directed. **E**
- Reconcile stores and stock valuation; review and reconcile capitalized assets. **E**
- Communicate with District personnel, outside agencies and others to coordinate activities, resolve issues and, and exchange information; interpret, apply and explain applicable laws, codes, rules and regulations. **E**

- Prepare and maintain a variety of reports, records and files related to assigned activities. *E*
- Operate a variety of office equipment including a computer and assigned software and ten-key calculator. *E*
- Attend and participate in a variety of meetings, trainings, events and conferences. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Accountant performs complex and professional accounting and budgeting work requiring the application of a thorough knowledge of accounting procedures and practices and assures compliance with applicable laws, codes, rules and regulations. An incumbent collects and analyzes financial and statistical data for the purpose of reporting on the financial status of programs or projects.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Generally accepted accounting principles, practices and procedures.

Budget preparation and control.

Financial database systems and software including spreadsheets.

Financial and statistical record-keeping techniques and report preparation techniques.

Laws, codes, rules and regulations related to assigned activities.

Principles and practices of training and providing work direction to others.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a variety of office equipment including a computer and assigned software and ten key calculator.

#### **Ability to:**

Analyze, interpret and prepare clear and comprehensive financial statements and reports. Develop worksheets, reports and effective reporting techniques including graphs, charts and tables.

Utilize computer database systems for financial data collection and analysis.

Review and control assigned accounts and budgets.

Maintain accurate financial and statistical records.

Make arithmetic computations with speed and accuracy.

Post entries to journals and ledgers.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Train and provide work direction and guidance to others.

Operate a variety of office equipment including a computer and assigned software and ten key calculator.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.  
Work independently with little direction.  
Meet schedules and time lines.  
Plan and organize work.

**Education and Training:**

Bachelor's degree in accounting, business administration or a closely related field.

**Experience:**

Two years of professional accounting experience. Governmental accounting experience is preferred.

Any other combination of education, training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS**

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

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 06/26/1997  
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