

## CAJON VALLEY UNION SCHOOL DISTRICT

### **CLASS TITLE: ACCOUNTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned Director and general direction of the Fiscal Services Manager, perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining assigned financial records; provide administrative support in the review, analysis and development of designated budgets and accounts; prepare and audit a variety of financial, statistical and budgetary reports, statements and records.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

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

Provide administrative support in the review, analysis and development of designated budgets and accounts; monitor, evaluate and reconcile accounts related to assigned funds and budgets; prepare income and expenditure projections to assist in commodity review and analyze financial statements, re and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Calculate, post, audit and adjust journal entries; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to assure accurate fund accounting; assure financial statements and cash amounts match organizational records as assigned; initiate account transfers and other transactions as needed.

Provide consultation to administrators and personnel concerning assigned accounting and budgetary activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, practices, laws, codes, regulations, policies and procedures.

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

Perform a variety of special accounting projects in support of assigned functions as required; research, compile, assemble and analyze a variety of financial, statistical and budgetary

information; participate in the investigation and resolution of financial issues, errors and discrepancies.

Prepare, review and evaluate various financial documents and correspondence as assigned; assure mandated reports are completed and submitted to appropriate agency or personnel according to established time lines.

Communicate with district departments and a variety of outside organizations to exchange information, coordinate activities and resolve issues or concerns.

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

Attend and participate in various meetings, committees and in-services as assigned; drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in professional accounting work.

General accounting and business functions of an educational organization.

Generally Accepted Accounting Principles.

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

Budgeting practices regarding monitoring and control.

Financial analysis and projection techniques.

Research and statistical evaluation techniques.

Applicable laws, codes, regulations, policies and procedures.

Technical aspects of field of specialty.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.

Provide administrative support in the review, analysis and development of designated budgets and accounts.

Prepare and audit a variety of financial, statistical and budgetary reports, statements and records.

Compare numbers and detect errors efficiently.

Prepare and analyze comprehensive accounting reports.

Reconcile, balance and audit assigned accounts and budgets.

Provide consultation concerning assigned accounting and budgetary activities and related functions.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.  
Add, subtract, multiply and divide quickly and accurately.  
Maintain accurate financial and statistical records.  
Analyze financial data and prepare reports, forecasts and recommendations.  
Meet schedules and time lines.  
Operate standard office equipment including a computer and assigned software.  
Determine appropriate course of action within clearly defined guidelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, or equivalent, two years college-level course work in accounting or related field and four years of responsible accounting experience performing varied financial analysis, accounting and budgeting activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to maintain qualification for insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Seeing to read, prepare and assure the accuracy of a variety of documents.  
Sitting or standing for extended periods of time.  
Kneeling, bending the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and materials.  
Pushing, pulling, lifting and carrying supplies and equipment.  
Regularly lift and/or move up to 25 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint /Background check,