

FINANCIAL ACCOUNTANT

Purpose Statement:

The job of Financial Accountant is done for the purpose/s of maintaining financial operations under the direction of the Director of Finance; ensuring revenues and expenses are within budget limits and overall fiscal policies and/or practices and/or regulations meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial guidance and recommendations to administration.

Essential Functions

- Analyzes grants, categorical programs, contracts and projects for the purpose of determining feasibility of service within budget parameters, making recommendations regarding maximizing use of funds.
- Coordinates a variety of financial processes (e.g. annual audits, integration of information into the financial system, etc.) for the purpose of providing accurate, up-to-date reference and audit trail for compliance.
- Directs other personnel on specific assignments (e.g. Accounting Technician, Payroll Technician, Administrative Assistant in Business Office, etc.) for the purpose of providing guidance and direction.
- Implements reporting procedures and program requirements for the purpose of assuring accurate maintenance of records; implementing and managing the account code structure and procedures in accordance with State guidelines.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, payroll, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors fund and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. financial analyses, county auditor transfers, department budget/expenditures, procedures, Federal, State and local reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements.
- Prepares various budgets (e.g. general funds, special funds, etc.) for the purpose of providing financial guidance and recommendations to the director, Principals, Administrators, Superintendent and the Board.
- Processes a wide variety of fiscal information (e.g. invoices, reimbursements, reconcile bank accounts, bank deposits, etc.) for the purpose of updating information and/or authorizing final action in compliance with accounting requirements.
- Reconciles account balances for the purpose of maintaining accurate account balances and complying with related policies, practices and/or regulations.
- Researches and resolves discrepancies of financial information and documentation (e.g. purchase orders, invoices, warehouse inventory, etc.) for the purpose of providing information, recommendations, and/or addressing administrative requirements.
- Trains department and school personnel on SACS and Financial Information system for the purpose of providing information on the operation and maintenance of the District's financial information.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: California School Accounting Manual and governmental accounting procedures; Standardize Accounting Code Structure; generally accepted accounting principles, budget preparation and control; State and Federal regulations; and fund accounting

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

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