

BASIC FUNCTION:

Under general supervision of the Assistant Superintendent of Business Services, develop, monitor, and maintain all fiscal, personnel, reporting, and budgeting requirements of the district's accounts; perform fiscal analysis, budgeting and financial record keeping activities. prepare periodic financial reports, income and cost analysis; compile and reconcile accounts. Coordinate, and monitor the work of the general accounting staff in maintaining various District accounting systems. Assist in the development and implementation of the District budgets.

REPRESENTATIVE DUTIES:

Establish, prepare, input, and maintain district general ledgers in accordance with the California State Accounting Manual;

Perform full charge bookkeeping through trial balance and profit and loss reports.

Coordinate and oversee accounting and budget related activities including cost accounting, accounts payable, accounts receivable, attendance accounting, student body accounting, and related data processing services and financial reporting functions.

Develop methods for financial record keeping in compliance with State law, District policy, and required reporting.

Act as liaison with District Information Systems Personnel and County Financial Accounting Personnel.

May develop and/or utilize function specific computer applications for cost analysis, forecasting, and management decision-making;

Coordinate with personnel and payroll departments to ensure budget accuracy

Develop and implement internal audit procedures

Design computerized spreadsheets for statistical and analytical reports;

Maintain financial records related to special funds and monitor budgets in those funds.

Perform year-end functions such as closing the books, making required accounting entries and prepare trial balance and related financial statements.

Prepare monthly financial statements and other periodic reports of expenditure and income.

Make cash transfers between funds.

Supervise, train, and evaluate personnel; confer with school administrators and other employees regarding areas of responsibility.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of accounting and financial record keeping

Preparation of financial statements and reports

Methods and procedures used to forecast, budget, and account for program costs; provisions of laws and rules pertaining to business accounting, especially as it relates to school programs

General office equipment including calculators, microcomputers, and related word processing and spreadsheet software.

Principles of budgeting and cost accounting; supervision, training, and evaluation.

ABILITY TO:

Work independently, applying initiative and judgment in resolving problems;

Plan, participate in, and oversee efficient, accurate financial record keeping systems;

Assure accurate and timely preparation and maintenance of required financial reports,

Provide leadership and technical expertise to employees concerning budgeting or accounting issues;

Analyze financial documents and budgets; utilize computers to produce financial worksheets and reports.

Deal effectively with others; communicate clearly, both verbally and in writing; supervise, train, and evaluate staff.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience with demonstrates a strong understanding of accounting principles. A typical qualifying background would include graduation from high school, college level course work in accounting or related field, and at least six years of increasingly responsible accounting, budgeting, and analysis experience. A Bachelor's degree in Business Administration or related field and supervisory experience is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.