

SENIOR ACCOUNTANT

DEFINITION

Under general administrative direction assists in the planning, development, implementation, and management of fiscal systems; provides budget development and monitoring assistance; conducts financial policy and procedural audits; and performs related work as required.

EXAMPLES OF DUTIES

Performs complex professional level accounting and auditing work. *E*

Provides and maintains a personnel management system. *E*

Provides budget development and monitoring assistance, in accordance with District, state and federal guidelines. *E*

Establishes and coordinates the accounting system for lease of District facilities. *E*

Conducts financial policy and procedural audits of student body funds. *E*

Plans and provides control analysis for the effective fiscal management of projects. *E*

Prepares and maintains financial and statistical records; prepares interim and annual financial reports and supporting schedules in accordance with GAAP and GASB; prepares recommendations for administrative/board presentations. *E*

Prepares budget projections and cash flow analysis. *E*

Analyzes and reconciles apportionment documents. *E*

Assigns, trains, directs, supervises, and controls the flow of work of accounting staff as assigned; makes recommendations regarding staff evaluation *E*

Serves as resource person for in-servicing other personnel. *E*

Performs other related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Personnel management techniques as related to budgetary planning and control;
2. Principles of governmental accounting, financial analysis, and research;
3. Appropriate job-related software programs that are applicable to finance budgeting and payroll; i.e. Excel, Access, Word, file transfer protocols;
4. Independent integrated financial systems;
5. Principles of supervision and training;
6. Laws and administrative regulations governing fiscal systems; and
7. Capital fixed asset reporting and inventory control systems.

Ability to:

1. Establish effective accounting systems and procedures;
2. Interpret and apply accounting regulations and procedures;
3. Prepare and provide training and assistance to administrative and technical personnel in accounting and fiscal record keeping;
4. Prepare and present clear and concise financial reports;
5. Communicate effectively with others;
6. Instruct, train, and supervise the work of others;
7. Operate a computer terminal and ten-key calculator quickly and accurately;
8. Work independently, make appropriate decisions and resolve conflicts;
9. Deal effectively with county, state, federal agencies, and the general public;
10. Collect, assimilate, and evaluate data and prepare recommendations based on such information;
11. Understand and carry out complex oral and written instructions;
12. Establish and maintain effective relationships with others; and
13. Maintain work pace appropriate to given workload.

EDUCATION AND EXPERIENCE

Graduation from college in accounting or related field;

or

Recent responsible experience at or above the level of School Business Assistant in the District in which the incumbent has acquired the knowledge, skills, and abilities listed as minimum qualifications.

WORKING CONDITIONS

Environment:

Office environment.

Physical Abilities:

Dexterity of hands and fingers to operate office equipment; seeing to assure the accuracy of complex financial records and documents; hearing and speaking to exchange information.

Revised:

6/82

7/94

6/08