



For the future of every student

CLASSIFICATION TITLE: SENIOR ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Director, Budget & Finance, perform a variety of professional accounting duties involved in the development, preparation, review, analysis, maintenance and adjustment of various District budgets, funds and accounts; prepare and maintain a variety of financial and statistical data, records, reports and statements; and train and provide technical direction and guidance to accounting personnel, as well as school site and department personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Staff Accountant: is the entry-level class in the accountant series. Incumbents perform a wide variety of advanced level accounting duties, focus on assigned budget and program accounts and functions, require a broad knowledge of federal and state rules and regulations, and District policies and procedures. Incumbents will demonstrate knowledge of generally accepted accounting practices and will have competency in journal entries to general ledger, account analysis, bond and fund accounting. Performs duties under immediate supervision, accounting to established rules and procedures. *(NOTE: The Staff Accountant information is a placeholder at this time, but is an important piece in the strategic alignment of the Accounting career ladder to industry standards that exist within both public and private sectors. The need for this position does not currently exist within VUSD, however, could become a need upon approval of a bond measure at a later date. The classification specification would be presented to the Personnel Commission for review, approval and salary allocation at a later date, based upon an identified and approved need to create the position.)*

Senior Accountant: is the senior-most class in the accountant series. Incumbents perform a wide variety of accounting duties; including performing the full scope of financial record keeping transactions, complex accounting duties, and related support. The Senior Accountant will have competency in revenue stream accounting, budget development and administration, and all aspects leading to preparation of trial balance financial statements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and serve in a lead capacity acting as a resource to accounting staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds and accounts; assure assigned accounting, budget and finance activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets, programs, grants, bonds, and other assigned duties; review, audit and analyze records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Provide technical work direction, guidance and training to designated personnel; in collaboration with the Director, Budget & Finance and/or Accounting Supervisor, assign duties and review assigned work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested; assist employees with budgets and accounts as needed.

Organize, support and participate in the calculation, posting, auditing and adjustment of journal entries; balance and reconcile various accounts, funds and budgets; update accounts to reflect and assure accurate accounting of income and expenditures; initiate budget and fund transfers and adjustments as appropriate; review accounts for errors and make appropriate adjustments.

Provide support in the review, preparation and development of assigned budgets; analyze costs and provide recommendations concerning budgetary allocations, limits and expenditures; compare budgets with actuals and recommend adjustments as needed; review, analyze and provide technical assistance in the preparation and development of various District budgets; provide input concerning projected annual income, expenditures and balances to determine budget requirements; provide input and analyze budgetary allocations.

Research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to assigned accounts, budgets and activities; compare and reconcile ledgers, balances, statements, records, documents and reports to identify errors and discrepancies; research, investigate and resolve financial issues, errors and discrepancies.

Serve as a technical resource to District personnel administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, practices, transactions, issues, needs, records, reports, requirements, laws, codes, regulations, policies and procedures. Communicate with outside agencies to exchange information and resolve issues or concerns.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgeting functions; assist with modifying systems and activities to meet requirements. Coordinate, document, and explain the implementation of new legislation, changes in labor agreements, and software changes to accounting staff as necessary.

Input and update a variety of financial, statistical and budgetary data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate a variety of computerized reports, statements and documents; assure accuracy of input and output data.

Provide support in year-end closing functions; prepare and set up payable and receivables for programs; review, evaluate, process and adjust accruals; review and process fixed asset depreciation. Assist in the year-end audit as directed; provide technical assistance and fiscal information to outside auditors as requested.

Coordinate with district management and staff to assess needed improvements and efficiencies in budget and fiscal processes; attend and participate in various meetings as assigned; conduct district-wide training/workshops in appropriate accounting procedures; present financial data, information and recommendations as needed.

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

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods of accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds, bonds and accounts.

Methods, procedures and terminology used in professional accounting work.

Generally Accepted Accounting Principles, practices and procedures

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Policies and objectives of assigned programs and activities.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a school district.

Budgeting practices regarding monitoring and control.

Financial analysis and projection techniques.

Research and statistical evaluation techniques.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Coordinate and perform a variety of professional accounting and finance duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts.

Prepare and analyze comprehensive financial statements, accounting reports, and statistical records.

Maintain accurate financial and statistical records.

Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.

Review, reconcile, audit and analyze financial data, statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.

Calculate, post, audit and adjust journal entries including income and expenditures.

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

Utilize a computer to input data, maintain automated records and generate computerized reports.

Evaluate financial and budgetary data and prepare recommendations.

Identify, research, investigate and resolve financial issues, errors and discrepancies

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software. Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a bachelor's degree in accounting or related field, and three years technical accounting experience performing varied financial analysis, auditing, budget development, record-keeping and report preparation duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission:

05/21/2020