



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Accountant

Established date: 5/14/2019

GENERAL PURPOSE

Under general supervision, performs a wide variety of routine to moderately difficult and responsible processing, reconciling and maintaining financial and accounting documents; maintains accurate and systematic financial records for the District; confers with District, school and county office personnel to develop and implement a sound accounting operation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Accountant provides support to department and school site activities with specific responsibility for ensuring that overall fiscal policies and practices comply with regulations set forth by the Board and/or other regulatory agencies. This position maintains the general ledger accounts, district funds, and year-end closing processes. They monitor, audit, and prepare accounting records and reports for district-wide programs; as well as, maintaining accurate account balances, ensuring efficient use of financial resources, and providing financial information, guidance, and recommendation to the district and/or regulatory agencies.

This position reports to the Director of Fiscal Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Handle cash and check deposits on a daily basis and maintain detailed records of monies received by the district.
2. Oversee the handling, recording, and disbursement of ASB funds in accordance with established guidelines and applicable regulations.
3. Compile, research, and prepare accounting and budgetary data (e.g., journal entries, budget transfers, adjustments, and fund balances) for the purpose of providing reporting data and developing budget recommendations in accordance with GAAP, the State Accounting Manual, and other established guidelines.
4. Analyze financial information (e.g., cost control activities, revenues and expenditures, bank statements, SACS codes) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
5. Coordinate a wide variety of accounting programs and projects (e.g., complex system reports, audits, calculations, categorical programs) for the purpose of providing required guidance and support for district general ledger accounts.
6. Ensure adherence to accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
7. Monitor budget performance and other accounting information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices, and regulatory requirements.
8. Research a wide variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the district operations.
9. Respond to inquiries from a wide variety of internal and external sources for the purpose of providing necessary information and direction.
10. Participate in meetings; attend conferences and workshops for the purpose of gathering and/or disseminating information required to perform job functions.

11. Collaborate with other administrative personnel and/or outside agencies for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws, and/or regulatory guidelines.
12. Advise district staff on proper performance of the district's financial procedures.
13. Maintenance of proper audit trails, and performance of appropriate data verification and reconciliation.
14. Assist auditors for the purpose of providing required supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.
15. Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, principles, and practices of budgeting, accounting statistics, financial reporting, data processing, automated systems, and record keeping.
2. Laws, ordinances, and regulations affecting the operation of accounting principles and practices and their application.
3. Financial and/or budgetary reports and statements for district funds.
4. Principles of business administration and personnel management.
5. Business math.
6. English usage, spelling, grammar, and punctuation.
7. Modern office practices, procedures, terms and equipment, including proficient knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email, and internet computer applications.
8. Business office telephone techniques and etiquette.

Ability to:

1. Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions.
2. Analyze situations to define issues and draw conclusions.
3. Gather information and perform basic analyses for development of annual budget.
4. Monitor expenditures and personnel costs as it relates to the budget process.
5. Collect, validate, and report data, either in statistical or narrative form.
6. Make calculations and tabulations and review fiscal documents accurately and rapidly.
7. Prepare clear and accurate financial and statistical records and reports.
8. Input data accurately at a speed necessary to meet the requirements of the position.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Operate basic office equipment, such as adding machines, copier, and check scanners.
11. Make decisions in accordance with district policies and procedures applicable to areas of assigned responsibility.
12. Maintain highly confidential information.
13. Determine work priorities during peak workload periods, using sound judgement in the application of policies, rules, regulations, and standard operating procedures.
14. Communicate effectively, both orally and in writing.
15. Understand and follow written and oral instructions.
16. Establish and maintain effective working relationships with administrators, staff, students, parents, and the public.
17. Use tact, patience, and courtesy with others.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

- Bachelor’s degree in accounting or closely related field supplemented by the completion of courses that provide at least 12 units or equivalent units in accounting from an accredited institution.
- Three (3) years of responsible accounting experience involving financial record-keeping, bookkeeping or accounting, financial process, and reporting with responsibility for general ledgers, special funds, payroll, budget conformity, and governmental reports.
- Public school district accounting experience preferred.
- Experience in application of data processing to accounting transactions is preferred.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver’s license and the ability to maintain insurability under the District’s vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA

Probationary Period: 9 months new, 6 months existing