

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 100  
RANGE: 148  
NON-EXEMPT

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### ACCOUNTANT

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of assigned county office programs and functions; prepare and audit a variety of financial, statistical and budgetary reports, statements and records; participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Calculate and prepare journal entries; monitor, evaluate and reconcile assigned accounts and budgets; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure accurate fund accounting as assigned; ensure banking statements match county office records.
- Communicate with county office/school district personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; ensure accuracy of input and output data; ensure mandated reports are completed and distributed to appropriate agency or personnel according to established timelines.
- Participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned; test and analyze new systems and procedures for effectiveness and operational efficiency; provide recommendations concerning the selection and implementation of accounting systems and procedures; assist in troubleshooting and resolving related issues and problems.
- Participate in the review, development and maintenance of budgets related to assigned programs; prepare income and expenditure projections and provide recommendations concerning budgetary allocations.
- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of assigned county office/school district programs and functions; ensure financial activity of assigned accounts comply with applicable laws, codes, rules, regulations, policies and procedures.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records related to assigned accounting functions; review and analyze financial statements, records and reports to ensure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; ensure accurate reconciliation of assigned accounts.
- Provide technical training and assistance to county office/school district personnel concerning accounting functions, systems and related functions; respond to inquiries and provide detailed and technical information concerning related practices, procedures, standards, requirements and techniques.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, school districts, outside organizations, the public and governmental agencies concerning mandated financial reports and assigned accounting functions; resolve related issues and discrepancies.
- Serve as a technical resource concerning assigned school districts, program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation and/or an FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Budget preparation and control.
- Financial analysis and projection techniques.
- Financial and statistical record-keeping techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- General accounting, budget and business functions of a county office.
- Methods, procedures and terminology used in professional accounting and auditing work.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Record retrieval and storage systems.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Analyze financial data and prepare reports, forecasts and recommendations.
- Calculate, post, audit and adjust journal entries including income and expenditures.
- Compare numbers and detect errors efficiently.
- Determine appropriate action within clearly defined guidelines.
- Maintain accurate financial and statistical records.
- Make mathematic computations with speed and accuracy.
- Meet schedules and timelines.
- Plan and organize work.

- Reconcile, balance and audit assigned accounts and budgets.
- Reconcile various fiscal statements to ensure accurate fund accounting as assigned.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Accounting or related field preferred.

### **EXPERIENCE:**

- Four years general accounting experience, which includes one year increasingly responsible, professional accounting experience in the preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control and financial and statistical reports in a moderately large organization.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation and/or an FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: July 1, 2003

Revised: November 14, 2017