



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<u>ACCOUNTANT</u>			
<b>DEPARTMENT/SITE:</b>	Fiscal Services Department or assigned department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	33 per 2023-2024 Schedule
<b>REPORTS TO:</b>	Administrator or assigned supervisor	<b>WORK YEAR:</b>	12 Months (260 Days)
		<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining assigned financial records; provide administrative support in the review, analysis, and development of designated budgets and accounts; prepare and audit a variety of financial, statistical, and budgetary reports, statements, and records. The incumbents in this classification assist in supporting students by applying financial and statistical data to ensure accurate financial budgetary and accounting processes to determine which resources are needed which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining assigned financial records; reviewing payables/receivables; ensure financial activity of assigned accounts complies with applicable laws, codes, rules, regulations, policies, and procedures.

Provide administrative support for District and private schools in the review, analysis, and development of designated budgets and accounts; monitor, evaluate, and reconcile accounts related to assigned funds and budgets; prepare income and expenditure projections to assist with budget preparation as directed; analyze program and project costs and provide recommendations concerning budgetary allocations as assigned.

Prepare and audit a variety of financial, statistical, and budgetary reports, statements, and records related to income, expenditures, reconciliations, budgets, and 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.

Calculate, post, audit, and adjust journal entries; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure accurate fund accounting; ensure financial statements and cash amounts match organizational records as assigned; initiate account transfers and other transactions as needed.

Provide consultation to administrators and personnel concerning assigned accounting and budgetary activities and related functions; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related standards, practices, laws, codes, regulations, policies, and procedures.

Input a wide variety of financial and statistical data into assigned computer systems; establish and maintain automated records and files; design computerized spreadsheets; initiate queries, manipulate data and generate a variety of computerized reports; ensure accuracy of input and output data.

Perform a variety of special accounting projects in support of assigned functions as required; research, compile, assemble, and analyze a variety of financial, statistical, and budgetary information; participate in the investigation and resolution of financial issues, errors, and discrepancies.

Prepare, review, and evaluate various financial documents and correspondence as assigned; ensure mandated fiscal reports for Federal, State, Local, and other agencies are completed and submitted. Provide fiscal information to coordinators to submit grant applications according to established timelines.

Communicate with district departments and a variety of outside organizations, including private schools, to exchange information, coordinate activities, share federal funds allocation information, and resolve issues or concerns.

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

Attend and participate in various meetings, committees, and in-services as assigned; drive a vehicle to conduct work.

Review and cost account timesheets, purchase requisitions, travel and conference budgets and expenditures, and federal categorical timekeeping.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, procedures, and terminology used in professional accounting work.

General accounting and business functions of an educational organization.

Generally Accepted Accounting Principles.

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review, and control of assigned accounts.

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.

Mathematical calculations.

**ABILITY TO:**

Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining financial records.

Organize and have attention to detail.

Apply technical aspects of field of specialty.

Provide administrative support in the review, analysis, and development of designated budgets and accounts.

Prepare and audit a variety of financial, statistical, and budgetary reports, statements, and records.

Compare numbers and detect errors efficiently.

Prepare and analyze comprehensive accounting reports.

Reconcile, balance, and audit assigned accounts and budgets.

Provide consultation concerning assigned accounting and budgetary activities and related functions.

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

Communicate effectively both orally and in writing.

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

Establish and maintain collaborative and effective working relationships with others.

Keyboard or input data at an acceptable rate of speed and accuracy.

Perform mathematical calculations with speed and accuracy.

Maintain accurate financial and statistical records.

Analyze financial data and prepare reports, forecasts, and recommendations.

Manage time in order to meet schedules and deadlines.

Operate standard office equipment including a computer and assigned software.

Determine appropriate course of action within clearly defined guidelines.

Adapt to changes and continue to learn.

Teamwork, listening skills, and problem solving.

Be accountable, reliable, and have the ability to work independently.

Deliver presentations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, two years college-level coursework in accounting or related field, and four years of responsible accounting experience performing varied financial analysis, accounting, and budgeting activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

The ability to maintain qualification for automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read, prepare, and ensure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Kneeling, bending the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and materials.

Pushing, pulling, lifting, and carrying supplies and equipment.

Regularly lift and/or move up to 25 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

2014 Ewing Consulting

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24