

ACCOUNTANT II**DEFINITION**

Under general direction, performs, organizes and coordinates specific accounting functions in connection with maintaining and reconciling of the district's financial records. Interprets and implements federal, state, county and district laws and directives regarding financial record keeping, reporting and year-end closing. Performs complex accounting and clerical functions. Directs and assists account clerks in the processing of district cash disbursements, cash receipts and journal entries.

DISTINGUISHING CHARACTERISTICS

This position directs the performance of tasks necessary to maintain the accuracy and reliability of the district's general subsidiary ledgers; participates in the receipt, review and processing of cash disbursements and cash receipts source documents. A high degree of knowledge of school accounting principles, practices and procedures required and the ability to work independently. Differs from Accountant I in that the position is responsible for procedures in more specialized and/or complex areas of accounting.

OCCUPATIONAL GROUP

Classified (Business)

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Directs and assists account clerks in assembling, tabulating, calculating, verifying and filing accounting records.
2. Examines, analyzes and verifies financial documents to ensure adherence to established internal controls.
3. Recommends and assists in the formulation and implementation of improved accounting and financial record keeping systems and procedures; monitors to ensure that established procedures and guidelines are followed.
4. Reconciles and audits a variety of financial and statistical records and reports; makes complex or difficult adjusting entries affecting several sub systems of the district's accounting system.
5. Works with computer-based accounting systems in preparing input to the computer; maintains computer input and accuracy in all phases affecting the district's accounting procedures.

6. Provides technical information and assistance to district staff regarding accounting matters such as policies, procedures, expenditures, legal requirements and software applications.
7. Prepares and maintains various statistical and financial reports required by federal, state, and county agencies; compiles data for programs and departments as appropriate.
8. Assists external auditors to assure efficient and responsive audit of district funds.
9. Preparation of special reports as directed by management.
10. Other related duties as assigned.

MINIMUM REQUIREMENTS**Good knowledge of:**

- Federal, state, county and district laws, policies, rules and regulations applicable to district accounting functions;
- Principles of training and providing clear directions to other staff;
- Principles, practices, and forms used in accounting and fiscal control, including data processing capabilities and procedures;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- District organization, operations, policies and objectives;
- Financial analysis and research techniques;
- Interpersonal skills using tact, patience and courtesy;
- Operation of electronic data processing equipment including desktop pc's;
- Lotus 123 or Excel Electronic Spreadsheets;
- Word Perfect or other similar word processing applications.

Ability to:

- Compile, analyze and review financial data to develop forecasts, trends and analyses;
- Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records;
- Prepare correspondence independently;
- Read, interpret, apply and explain laws, rules and regulations to specific work situations;
- Establish and maintain effective working relationships with others;
- Operate a variety of office machines including computer terminals;
- Make complex mathematical calculations quickly and accurately;
- Meet schedules and time lines;
- Monitor and validate accuracy of general ledger entries;
- Maintain and prepare accurate financial and statistical reports and records;
- Communicate effectively both orally and writing;
- Analyze situations accurately and adopt an effective course of action;
- Keep abreast of modern technological changes.

EXPERIENCE

Recent experience in analyzing and maintaining financial records for a diverse multi-million plus budget.

Four years increasingly responsible experience in financial record keeping, including at least one year in a responsible accounting position within a public school district or county office of education or comparable private or governmental agency.

EDUCATION

Any combination equivalent to: completion of twenty-four (24) semester or thirty-six (36) quarter units of college course work in Accounting. Up to six (6) semester or nine (9) quarter units of Business Administration or related business courses may be substituted for part of the required accounting units. Four years of increasingly responsible experience in financial record keeping including at least one year in a responsible accounting position within a public school district or county office of education or comparable private or government agency may be substituted for part of the required accounting units.

Board approved: 01/21/93