CHICO UNIFIED SCHOOL DISTRICT
ACCOUNTANT

DEFINITION
Under direction, to organize and administer the fiscal programs of the District; to perform a variety of responsible and specialized technical and clerical accounting duties involved in developing, processing, maintaining and reviewing accounting and financial records; to coordinate financial recordkeeping requirements.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES: incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.
- Review payroll, accounts payable, deposits, purchase orders, and accounts receivable.
- Prepare monthly budgets, State and Federal reports, attendance reports, and encumbrance reports.
- Analyze position control.
- Track categorical funds.
- Manage health insurance.
- Assist with year-end closing, annual & interim budgeting, and worker’s compensation.
- Prepare, maintain, reconcile, and analyze a variety of fiscal statements, budgets, ledgers, reports, summaries, and schedules utilizing data in accordance with specified reporting formats and accounting principles; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; participate in the preparation and recording of journal entries with appropriate supporting information.
- Monitor and balance various budgets and accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
- Receive and record payment for a variety of items; maintain accurate records of sales.
- Issue purchase orders, audit invoices, and process payments.
- Count and record money, post and write checks, prepare and make deposits.
- Assist departments, employees, students and parents by providing fiscal information, explaining procedures and answering questions; provide technical information and instruction regarding applicable procedures and methods.
- Establish and maintain complete files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal.
- Perform responsible research; compile, type, produce and distribute reports, minutes, records, documents and statistical data.
- Perform a variety of general clerical duties, including answering phones, typing, sorting and distributing mail, maintaining files and records and maintaining supplies.
- Organize and manage the office; ensure efficiency of operations; coordinate communications; assist management staff with administrative details.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Principles, procedures, methods, practices and terminology used in bookkeeping, accounting and financial record keeping and reporting.
- Principles, procedures and techniques used in public accounting and general accounting.
- Principles and practices of data collection and report preparation.
- Alphabetical, numerical and subject matter filing systems.
- Modern office practices, methods and equipment, including computer equipment and applicable software applications.
- Mathematic principles.

Skill and Ability to:
Perform clerical duties at a level consistent with the position.
- Operate modern office equipment, including computer equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Learn applicable software applications used by the District.
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Apply clerical and technical accounting principles to the maintenance of general accounting and public accounting transactions and audit of financial records.
- Prepare, examine and verify financial documents, statements, reports and analyses.
Chico Unified School District
Accountant, con’t

- Prepare and maintain complex financial records and reports.
- Perform accurate mathematical calculations with speed and accuracy.
- Research, compile and collect data and information.
- Accurately tabulate, record, and balance assigned transactions.
- Respond to requests and inquiries for information regarding accounting, claims and record keeping policies and procedures.
- Plan and organize work to meet schedules and deadlines.
- Work effectively with students, co-workers, school officials, and the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**Education/Experience:**
- Completion of an AA Degree in accounting or a related field or possession of a CBO Certificate.
- Three years of increasingly responsible experience in the maintenance of financial or statistical records including some experience in the specific area of assignment.

**Training:**
- Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in accounting, financial record keeping, or a related field.

**Special Requirements:**
Essential duties require the following physical skills and work environment:
- Ability to work in a standard office environment.

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