

**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:

- Laws and regulations of Education Code and California Schools Accounting Manual;
- 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 to:

- Perform clerical duties at a level consistent with the position;
- Type or operate a keyboard at a level proficient for successful job performance;
- Operate modern office equipment, including computer equipment;
- Prepare, examine and verify financial documents, statements, reports and analyses;
Prepare and maintain complex financial records and reports.

Ability to:

- 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;
- 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, EDUCATION, 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:

Experience:

- Three (3) years of increasingly responsible experience in the maintenance of financial or statistical records including some experience in the specific area of assignment.

Education:

- Completion of an AA Degree in accounting or a related field or possession of a CBO Certificate.

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

- Must pass the competency exam for the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.