

## ACCOUNTANT/ANALYST

**CLASSIFICATION:** Confidential.

**JOB SUMMARY:** Under general supervision of the CBO, oversees and performs complex professional level accounting work related to the maintenance of technical accounting procedures, statistical and financial records, and other business related records for the District; prepares required reports and performs other related work as required. This position serves as the administrative assistant to the CBO.

### **ESSENTIAL DUTIES:**

- Perform accounting work in the maintenance of financial records for the Special Education Consortium, charter schools, and district programs and in the preparation of periodic financial statements and reports.
- Assist in the preparation of the district budget, Special Education Consortium budget, school site discretionary budgets, and in the monitoring of charter schools.
- Maintain ledgers of appropriation, encumbrances, expenditures, and unencumbered balances for various district funds and accounts.
- Instructs and assists school personnel in attendance record keeping and reporting procedures.
- Organizes, compiles, and summarizes attendance and enrollment data and prepares required reports.
- Instructs and assists school personnel in student body accounting and record keeping.
- Train and assist site staff in accounting procedures and in internal control procedures to ensure productivity and work efficiency.
- Analyze fiscal transactions to ensure conformity and compliance with generally accepted accounting principles, procedures and practices.
- Perform monthly accounting cycle duties including bank reconciliation, journal entries; prepare general ledger, balance cash accounts, run and distribute revenue/expenditure summaries.
- Coordinate and verify salary information from Human Resources Department for annual budget; audit salary expenditures monthly to ensure accuracy in relation to the district budget and accuracy in account code usage.
- Prepare necessary documents for required State and Federal financial reports.
- Prepare necessary documents and related information for negotiations purposes.
- Compile information for financial and statistical reports.
- Perform closing and opening procedures of each fiscal year.
- Audit accounting and related reports for accuracy, legal, and procedural requirements.
- Assists independent auditor with annual audit
- Calculates, reviews, and verifies income from federal, state, and local resources.

### **OTHER DUTIES:**

- Assist in processing purchase orders, vendor payments.
- Perform other duties related to the District Office.
- Performs a variety of secretarial and clerical working including answering the phone, reception duties, typing, filing, checking, and recording information.

## **EMPLOYMENT STANDARDS:**

Training and Experience: Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. Two years of responsible accounting and financial record management and reporting experience.

Knowledge: Knowledge of: principles and practices of local government budgeting and financial administration, including generally accepted accounting principles, methods and techniques of internal auditing and accounting; budgeting principles and terminology; computerized accounting and financial systems, including spreadsheet software.

Abilities: Skill and ability to: communicate effectively both orally and in writing; develop, analyze, interpret and explain financial policies and procedures; evaluate and develop improvements in procedures to streamline and maximize efficiency within department; plan, organize and set priorities for assigned work; use manual and automated accounting and financial systems and procedures; prepare accurate and timely financial statements, reports and analyses; compile, analyze, interpret and apply financial and technical reports and data; interpret and administer contracts; prepare and analyze financial studies and communicate findings of these studies in an understandable manner; establish and maintain sound fiscal procedures and records; provide lead direction to other finance staff; establish, maintain and foster cooperative working relationships with others in a small office environment.

Physical Effort/Working Environment: Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment. A pre-placement physical examination may be required.

Licenses and Certifications: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

Education: AA in Accounting. BA desirable.

West Sonoma County Union High School District  
Confidential Salary Schedule  
Work Year/Day: 12 months/8 hrs/day  
Approved: September 27, 2001  
Revised: April 8, 2013, September 9, 2015