

San Jose Unified School District

I. Title Accountant

II. Definition

Under minimum supervision, performs a wide variety of expert professional accounting functions. Uses and analyzes computer systems at an expert level of skill. Ensures accurate collection, analysis, and processing of data. Completes schedules, studies and reports according to established laws, codes, regulations and standards. Develops timelines, coordinates activities, and acts as lead to other employees.

III. Examples of Duties

- Prepare, audit, analyze, and verify financial records and reports.
- Reconcile general ledger accounts.
- Oversee the posting of financial transactions, including budget, encumbrances, revenue, expense, and general ledger.
- Prepare month-end and year-end close entries.
- Prepare and/or oversee the preparation of major components of the annual budget.
- Develop revenue and expenditure forecasts.
- Oversee monthly budget-to-actual analysis and resolve variances with appropriate administrators.
- Analyze state reports and oversee preparation of data for input into state reports.
- Prepare and/or review cash flows and other data necessary in the preparation of financial reports.
- Prepare schedules and collect data for external auditors.
- Oversee the processing of expenditure documents, including reimbursement requests, time sheets, invoices, and credit card statements, to ensure availability of funding, mathematical correctness, and compliance with District policy and state and federal funding requirements.
- Provide training in the use of the District's computerized financial systems.

Accountant Job Description (continued) – Page 2

- Answer questions or concerns from administrators, clerical staff, and public requiring interpretation of complex laws, rules and regulations governing the District's accounting procedures and budget.

IV. Distinguishing Characteristics

- Positions in this job classification require the ability to perform difficult, complex and responsible analytical work with minimum supervision. The position requires accuracy and insight into highly technical accounting procedures as well as expert knowledge of accounting in the school environment.

V. Employment Standards

A. Knowledge of:

- California Education Codes and Regulations
- Governmental Accounting
- California School Accounting Manual
- Systems analysis
- District organization, programs and policies
- Financial accounting and budget preparation procedures
- Effective record keeping practices and procedures

B. Ability to:

- Develop timelines and organize, oversee and coordinate departmental activities.
- Design and implement procedures.
- Ensure compliance with accounting standards and state/federal reporting requirements.
- Study, interpret and apply Education Codes, Government Codes, and District Policies and Procedures.
- Work harmoniously with staff members, government agencies and the public and deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Perform research and compile information from a wide variety of sources.

Accountant Job Description (continued) – Page 3

- Work under the pressure of time constraints and cope with difficult situations in a sensitive and positive manner.
- Design computer spreadsheet models.
- Perform mathematical calculations with speed and accuracy.
- Understand financial records, reports, and technical and legal materials, and make appropriate recommendations for action.
- Monitor, audit, reconcile, balance, research and analyze a variety of complex financial data and transactions.
- Communicate effectively in written and oral form.
- Understand and carry out oral and written instructions.

C. Education/Training/Experience:

- A four-year degree or a graduate degree in finance, accounting, or business administration is required plus two years of relevant work experience, preferably in a California school district. Six or more years of comparable experience or education may be substituted.
- Additional course work, workshops, and in-service activities in California school accounting.
- Computer literacy.

D. Licenses/Certificates:

- Valid California Driver's License

VI. Specific Qualifications

Passing score of 75% on the Accounting Test.

Date: BOARD APPROVAL MAY 24, 2007

Range: 35A

Work Year: 12 Months

Job Class: 8821