

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Director-Fiscal Services, perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the District; provide technical assistance to District schools regarding accounting and budgeting policies, procedures and requirements.

REPRESENTATIVE DUTIES:

Perform professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting. **E**

Prepare a variety of comprehensive financial statements and reports for the Board of Trustees; prepare and maintain financial claims, records and reports for various accounting areas; maintain efficient and effective record-keeping systems and audit trails. **E**

Conduct research and prepare special studies as requested; analyze financial accounting data and make appropriate recommendations. **E**

Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies; coordinate activities with other departments and District personnel. **E**

Prepare, review and correct school, department and County budget and expenditure transfers; verify account numbers and related information; prepare a variety of forms for the receipt of District funds. **E**

Balance the District cash account and Revolving Cash Fund; prepare bank reconciliations involving a variety of District accounts. **E**

Provide work direction and guidance to the accounts payable function as assigned. **E**

Analyze budget documentation to assure that expenditures are properly charged and do not exceed appropriations; make recommendations accordingly. **E**

Analyze data and prepare projections, financial statements and reports providing statistical and financial information related to the District financial position and transactions. **E**

Prepare, maintain and review financial records, accounts and claims for categorical and special education funds; provide technical assistance to school sites; prepare projects and budgets as necessary. **E**

Prepare District-wide attendance reports for ADA allocations. **E**

Monitor and audit student body accounts for each school site.

Assist in the development and implementation of new or revised procedures and forms to assure efficiency and compliance with District policies and applicable governmental regulations.

Assist with preparation of the annual budget as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting and fiscal systems, policies, procedures and practices.

District accounting and fiscal operations.

Modern office practices, procedures and equipment.

Record-keeping techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal.

Technical aspects of field of specialty.

ABILITY TO:

Perform professional and technical accounting work involved in the preparation and maintenance of financial records.

Maintain a variety of fiscal records, accounts and funds.

Analyze and resolve problems and draw accurate conclusions.

Prepare clear and accurate financial statements.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office machines including typewriter, calculator and computer terminal and printer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and two years accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Seeing to read various statistical data.

Bending at the waist to retrieve materials.