

FALLBROOK UNION HIGH SCHOOL DISTRICT
Accountant
Position Description

BASIC FUNCTIONS:

Under the direction of the Chief Business Officer, perform a wide variety of accounting and budgetary functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Receipting Function:

- Receive and account for monies collected and process all bank deposits
- Prepare distributions of developer fees to other school districts
- Monitor cash balances

Accounting Function:

- Prepare and distribute vendor warrants
- Prepare monthly warrants and check register reports for Board of Trustees
- Performs difficult bookkeeping and financial record-keeping operations within complex accounting systems in order to ensure accurate balances and available budgeted funds
- Post, adjusts and balances entries to subsidiary ledgers by searching out details and reconciling account discrepancies.
- Verifies correctness of accounting documents by comparing postings to source documents and checking calculations for accuracy.
- Responds to inquiries and provides financial information to other units, individuals and the general public regarding the status of accounts, payments issuance of checks and availability of balances by extracting information from documents and answering questions.
- Calculates encumbered balances of blanket purchase orders and contract orders to ensure that funds are available for payment.
- Perform bank reconciliations
- Gathers, assembles, tabulates, posts, checks and files financial and statistical data
- Maintains financial records and processes documents involved in financial transactions
- Explain school financial and accounting procedures and policies and provide financial information as requested
- Maintain inventory records for all District equipment in compliance with GASB 34
- Maintains files on all construction projects including contracts, invoices, change orders, and any communication from the State or County
- Assist in preparing claims for the State of California
- Prepares District, County, State and Federal agency reports.
- Assist with year-end closing transactions
- Assist with annual worksheet preparation
- Responsible for monitoring, reconciling and maintaining accurate and detailed records for all funds.
- Responsible for student attendance accounting for District.
- Responsible for the recording and receipts of monies, deposits, and reconciliation of back statements.
- Through continued study, maintains an understanding of current ideas and trends pertaining to California School District accounting practices and procedures.

Budget Function:

- Assist in developing, maintaining and monitoring of site/department budgets
- Assist with input and changes in the budgets of the District

Other:

- May contact parents, vendors and business representatives
- Participates in District provided in-service training programs.
- Maintains a friendly and supportive atmosphere for students, faculty, staff and the public
- Maintains all District contracts
- Other business office related tasks as assigned

QUALIFICATIONS:**Knowledge and Abilities in the Following Areas:**

- Accounting/auditing procedures, financial record keeping principles and asset management practices
- Proficient use of computer applications for spread sheets, word processing and operation of accounting/business related programs
- Perform difficult mathematical computations and analysis with accuracy and attention to detail
- Preparation of comprehensive accounting reports
- Independently plan and organize work
- Maintain effective working relationships and use interpersonal skills with tact, patience and courtesy
- Analyze situations accurately and take an effective course of action
- Communicate effectively both verbally and in writing
- Understand and follow oral and written directions
- Interpret, explain and enforce policies and regulations
- Meet schedules/timelines

Education & Experience:

A high school diploma required. Courses in accounting and business practices are desirable. Knowledge of general practices in accounting, budgeting, accounts payable, purchasing and asset management systems in a public school setting is preferred. Knowledge of State Account Code Structure and categorical budgets is desirable.

Three years of increasingly responsible experience in budgeting, accounting, or finance preferably in a public school district. Experience in related areas will be considered. The previous use of a computerized financial system and standard office equipment is required.

Working Conditions and Physical Requirements:

Work in an office environment. Work outside the office tracking down inventory and logging same. This position requires speaking, hearing and seeing, the ability to sit and operate a keyboard to enter data into a computer terminal for extended periods of time, bending and lifting up to 25 pounds. Requires mobility of arms to reach, and dexterity of hands to grasp and manipulate small objects.

Supervisor: Chief Business Officer
Work Year: 8 hours per day, 12 months per year

Salary: Range 28 on the Classified Salary Schedule plus fringe benefits package.
Overtime Status: Non-Exempt

Board Approved: xx-xx-xxxx