

## **SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR ACCOUNTANT**

#### **BASIC FUNCTION:**

Under the direction of the Accounting/Budgeting Supervisor, perform a wide variety of professional District-wide accounting and internal auditing duties; assure compliance with applicable laws, codes rules and regulations such as the Governmental Accounting Standard Board (GASB) pronouncements; maintain books of accounts for federal, State and local categorical programs; prepare a variety of financial statements, records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a wide variety of professional District-wide accounting and internal auditing duties; assure compliance with applicable laws, codes rules and regulations such as the Governmental Accounting Standard Board (GASB) pronouncements.

Account for categorical income, expenditures and resource balances by resource, site and program year; initiate and process expenditure transfer requests; adjust and modify journal entries.

Participate in the planning and preparation of the District's annual budget related to categorical programs; analyze budget and accounting information for validity and appropriate recordation; perform research and prepare adjustments to accounts as necessary.

Prepare and submit a variety of financial reports; prepare materials for the Board of Education and provide assistance in interpreting financial reports and accounting procedures as requested.

Maintain an annual log of activities describing the status of new and on-going programs; provide management and administration with an accurate reference regarding new and on-going programs, due dates for application, requirements for compliance reporting and claims for reimbursements.

Maintain categorical program files including permanent records of grants and entitlement notices and receipts, copies of Board approvals, applications, financial reports and compliance evaluations.

Interpret and apply applicable rules, codes, and regulations related to indirect costs, carryover provisions, general and restricted use of funds and other compliance requirements.

Communicate with and provide information to various District departments and employees to resolve accounting issues and explain interpretation of laws, rules and regulations related to assigned activities; assist in the preparation of financial information included in the State Annual Financial Report.

Serve as a liaison between the District and the provider of mandated cost claims services; assure the

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District receives the maximum reimbursements for State and federal mandated activities.

Serve as the liaison with the District provider of Medical administrative billing services; assure an orderly compilation of reimbursable hours.

Provide information and assistance to external auditors; respond to audit questions related to categorical programs, mandated costs and Medical administrative billing activities.

Operate a computer and assigned software systems; operate standard office equipment.

Assist in the development of accounting and budgeting procedures for departmental functions; make recommendations regarding accounting or internal control procedures as appropriate.

Train and provide work direction and guidance to staff as directed.

**OTHER DUTIES:**

Assist in the preparation of financial information related to collective bargaining matters; maintain confidentiality of sensitive and privileged information.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures and terminology used in accounting, budgeting and auditing work.

Generally accepted accounting principles.

Principles and requirements of Governmental Accounting Standards Board (GASB)

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

Budgeting practices regarding monitoring and control.

General accounting and business functions of a school district.

Financial and statistical research and record-keeping techniques.

Applicable laws, codes, rules and regulations.

Correct business English, grammar and composition.

Operation of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Business mathematics.

Principles of training and providing work direction.

**ABILITY TO:**

Perform a wide variety of professional District-wide accounting and internal auditing duties.

Apply advanced bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records.

Perform complex accounting, financial and budgeting analysis.

Prepare and maintain accurate financial and statistical records and statements.

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Verify, reconcile, balance, audit and adjust assigned accounts.  
Make mathematical computations with speed and accuracy.  
Compare numbers and detect errors efficiently.  
Utilize accounting and auditing practices and terminology applicable to public sector accounting.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Develop and implement work procedures and financial record-keeping systems.  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain confidentiality of sensitive and privileged information.  
Operate a variety of office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, finance or public administration and three years of responsible experience in financial record-keeping, bookkeeping or accounting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.