



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER
1501 West Del Norte Street, West Covina, CA 91790 •(626) 962-5080 •Fax (626) 472-5125

ACCOUNTANT

DEFINITION

Under the general direction and supervision of the Chief Financial Officer (CFO), maintain financial records of assigned accounting functions of the District, such as: accounts payable, accounts receivable, budgeting, purchasing, inventory control, attendance accounting, and special programs, in accordance with district policy and State law. This is a classified confidential position.

EXAMPLES OF DUTIES

1. Provide general accounting, budgeting, purchasing, and inventory control duties.
2. Provide customer service to visitors, students, and District staff.
3. Audit accounting records for accuracy, completeness, and compliance with accepted standards.
4. Input journal entries and transfer funds.
5. Assist in the balancing and reconciliation of revolving cash and supplemental accounts.
6. Assist with the processing of accounts receivable and accounts payable, according to established procedures.
7. Receive and account for incoming monies.
8. Prepare and make bank deposits; prepare and assure accuracy of receipts.
9. Research, compile, analyze, audit, and maintain complex and technical accounting data and records, related to income and expenditures.
10. Prepare comprehensive financial and statistical reports related to ROP accounts, budgets, cash flow and assigned activities.
11. Assure proper account classification for accounts payable and accounts receivable.
12. Work with computer-based accounting systems, in preparing input to the computer and creating and using output reports.
13. Participate in the development, maintenance, and control of ROP budgets.
14. Assure compliance with established guidelines, rules, regulations, and procedures, affecting budgetary actions.
15. Assist and participate in the processing and coding of requisitions.
16. Review all purchase order requests for completeness, accuracy, cost effectiveness and adherence to standards, codes, policies, and procedures.
17. Assist with maintenance of District inventory records of all equipment in compliance with district policy and GASB 34.
18. Assist with inventory checks and updates; mark newly purchased equipment as ROP property.
19. Assist with updating inventory records.
20. Establish and maintain filing systems, such as: catalogs, purchase orders, and other records, as assigned.
21. Perform accounting functions within the County database.

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22. Assist with input, changes, and transfers of budget accounts, as directed.
23. Perform complex accounting and fiscally-related technical clerical functions, requiring the use of independent judgment.
24. Assist CFO and business office staff with business activities and accounting functions, in support of the department.
25. Accept payments from students.
26. Prepare communications, correspondence, and reports, as assigned.
27. Maintain and classify a variety of records, including confidential and sensitive materials.
28. Operate a computer terminal and perform MS Access programming and data entry duties.
29. Review forms for accuracy and completeness, make corrections as appropriate, and duplicate materials as needed.
30. Initiate queries and generate computerized reports; assure accuracy of input and output data.
31. Assure ADA and other mandated reports are completed according to established time lines.
32. Operate a variety of office equipment, including: a copier, fax machine, calculator, computer, and assigned software.
33. Participate in a variety of other activities, such as: answering phones, updating various forms, composing informational materials and correspondence, and ordering supplies.
34. Communicate with personnel, administrators, outside agencies and the public to obtain and exchange information, and resolve issues or concerns.
35. Provide excellent customer service to all staff.
36. Perform other related duties as requested or assigned.

QUALIFICATIONS

1. Any combination of education, training and/or experience demonstrating ability to perform required duties. For example: BA degree with a major in accounting and a minimum of 2 years of work experience in an accounting position in a school district office.
2. Bachelor degree in accounting preferred.
3. Proficient in utilizing computerized accounting databases and software programs, including (but not limited to): Microsoft Office, PeopleSoft, and Los Angeles County HRS System.
4. Excellent human relations, communication, and customer service skills.
5. Exceptional organizational and social interaction skills.
6. Strong oral and written communication skills.
7. A valid California driver's license and proof of automobile insurance.
8. Interpersonal skills using tact, patience and courtesy.

KNOWLEDGE OF

1. Basic principles of accounting and bookkeeping.
2. Methods, practices, and procedures pertaining to accounting, purchasing, accounts receivable, accounts payable, inventory management, budgeting, and fiscally-related record management systems.
3. ROP policies and procedures related to accounting, purchasing, and business activities.
4. District rules, regulations, procedures, and policies.
5. Applicable State and Federal laws, codes, regulations, policies and procedures.
6. Effective office principles, procedures, and practices, including filing systems and maintenance, telephone etiquette, and report writing.
7. Correct usage of English grammar, punctuation, vocabulary, and spelling.

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8. Principles of effective leadership, training, and customer service.
9. Effective interpersonal skills using tact, patience and courtesy.
10. Current technologies, personal computer, and associated software application programs utilized for accounting, word-processing and data-base system purposes.
11. Record-keeping and report preparation techniques.
12. Data control procedures and data entry operations.
13. Record retrieval and storage systems.
14. Methods of collecting and organizing data and information.
15. Basic mathematics.

ABILITY TO

1. Multi-task under pressure while maintaining excellent customer service.
2. Understand and carry out verbal and written directions with minimal supervision.
3. Interpret and apply State and Federal laws, rules, regulations, procedures, and ROP policies.
4. Use discretion in organizing activities and setting priorities, to meet established deadlines.
5. Establish and maintain a variety of filing systems related to purchasing, accounting, and fiscal activities.
6. Establish, balance, verify, adjust, and maintain accounting, purchasing, inventory and fiscally-related records and reports.
7. Analyze data and information; formulate conclusions.
8. Utilize accounting database management systems and software programs proficiently and accurately.
9. Operate a variety of office equipment, including, but not limited to: personal computer, copy machine, printer, fax machine, calculator, postage meter, and other peripheral equipment.
10. Communicate effectively with students, instructors, District staff, parents, and public in general.
11. Prioritize, organize, and complete tasks in accordance with established policies and procedures.
12. Make arithmetic calculations.
13. Establish and maintain effective working relationships with those contacted in the course of the work day.
14. Develop databases for data entry and retrieval, based on District and program needs.
15. Use independent judgment in performing complex and responsible work.
16. Prepare clear and comprehensive reports.
17. Interpret, communicate, and apply laws, regulations, and District policies and procedures.
18. Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors.
19. Organize, plan, and implement a variety of tasks simultaneously, with multiple interruptions and distractions.
20. Collaborate with other departments.
21. Prioritize, multi-task, perform well under pressure, meet deadlines, and work a flexible schedule.
22. Understand and carry out oral and written directions.
23. Function in situations requiring tact and discretion.
24. Display the highest level of integrity.
25. Maintain Confidentiality.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit; and frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily indoors in an office environment, and exposed to computers and other electronic equipment with potential exposure to electric shock. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule T, Range 30

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.