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**EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER**

1501 West Del Norte Street, West Covina, CA 91790 •(626) 472-5101 •Fax (626) 472-5125

## **SENIOR ACCOUNTANT**

### **DEFINITION**

Under the general direction and supervision of the Chief Business Officer (CBO), coordinate and perform complex professional accounting work in the computation, recording, and reporting of financial transactions. Supervise, plan, and coordinate the work of subordinate professional, technical, and clerical employees in the Business Office. This is a classified confidential position.

### **EXAMPLES OF DUTIES**

1. Independently perform professional level accounting functions with minimal supervision.
2. Coordinate accounting related activities with other internal work units.
3. Plan, organize, assign, and provide direction to accounting and/or clerical staff members regarding fiscal procedures, payroll and purchasing processing, accounting techniques, and financial record-keeping methods.
4. Assign general accounting, budgeting, purchasing, and inventory control duties.
5. Review, analyze, post and reconcile financial records, transactions and accounts.
6. Assist with budget development, make budget adjustments, and monitor budgets for fund availability.
7. Review budgets to ensure appropriate classification of expenditures.
8. Research and prepare various financial statements, financial analyses, financial projections, financial reports, accounting reports, schedules, and tables.
9. Gather and compile requested documentation for internal and external auditors.
10. Review and evaluate supporting documents for compliance with internal procedures and prepare reports of findings.
11. Conduct research, analyzes data, and make recommendations of improvement of accounting systems and fiscal-related policies and procedures.
12. Plan, organize, and coordinate with other work units regarding input and report generation schedules to ensure timely transaction and processing for required reports and records.
13. Perform proper expenditure coding, budgeting, document preparation, reporting procedures, and other accounting related activities.
14. Participate in the development, maintenance, and control of ROP budgets.
15. Assure compliance with established guidelines, rules, regulations, and procedures, affecting budgetary actions.
16. Prepare communications, correspondence, and reports, as assigned.
17. Maintain and classify a variety of records, including confidential and sensitive materials.
18. Review forms for accuracy and completeness, make corrections as appropriate, and duplicate materials as needed.
19. Initiate queries and generate computerized reports; assure accuracy of input and output data.
20. Communicate with personnel, administrators, outside agencies and the public to obtain and exchange information, and resolve issues or concerns.
21. Provide excellent customer service.
22. Perform other related duties as requested or assigned.

## **QUALIFICATIONS**

1. Bachelor's degree in accounting or related field.
2. A minimum of four (4) years professional accounting experience, preferably in a California school district office.
3. Proficient in computerized accounting databases and software programs, including Microsoft Office applications.
4. Supervisory experience or demonstrated evidence of a leadership role within a school district business office preferred.

## **KNOWLEDGE OF**

1. Generally accepted accounting and auditing principles practices and methods and their application to governmental accounting.
2. Federal, State and local laws, rules and regulations as they pertain to accounting procedures and systems and records retention.
3. Federal Financial Aid and Cal-Grant disbursements funding rules and regulations.
4. Principles of financial administration, including budget development and financial reporting.
5. Concepts and applications of automated data processing systems and equipment related to financial systems and accounting operations.
6. Methods and techniques of financial analysis and research.
7. Current office practices, procedures, terminology, equipment and technology related to financial record keeping.
8. Principles of supervision, training, and performance evaluation.
9. Policies and procedures related to school business accounting, purchasing, and fiscal activities.
10. Effective office principles, procedures, and practices, including filing systems and maintenance, telephone etiquette, and report writing.
11. Correct English usage, grammar, punctuation, vocabulary, and spelling.
12. Principles of effective leadership, training, and customer service.
13. Accounting and computer software application programs, including LACOE financial system and PeopleSoft.
14. Record-keeping and report preparation techniques.
15. Data control procedures and data entry operations.
16. Record retrieval and storage systems.
17. Methods of collecting and organizing data and information.
18. Current technologies, personal computer, and associated office software, such as: MS Office Suite and database programs.

## **ABILITY TO**

1. Analyze data and information and formulate accurate conclusions.
2. Identify information needed to resolve issues.
3. Prepare clear, concise and accurate financial, accounting, and audit reports.
4. Recognize and screen for irrelevancies and summaries and recommendation.
5. Apply deductive and inductive reasoning and logic to draw conclusions, summaries and recommendations.
6. Break down problems into components and recognize interrelationships.
7. Generate a range of solutions and courses of action with benefits, costs, and risks associated with each.

8. Present information clearly and in an organized manner, both orally and in writing.
9. Interpret, explain, apply, and make recommendations and decisions in accordance with applicable laws, rules, and regulations.
10. Develop and maintain collaborative and positive work relationships.
11. Utilize computer equipment and desktop and accounting applications effectively and efficiently.
12. Model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and cultures.
13. Prioritize, multi-task, perform well under pressure, and meet deadlines, while maintaining excellent customer service.
14. Understand and carry out verbal and written directions with minimal supervision.
15. Interpret and apply State and Federal laws, rules, regulations, procedures, and ROP policies.
16. Utilize accounting database management systems and software programs proficiently and accurately.
17. 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.
18. Prioritize, organize, and complete tasks in accordance with established policies and procedures.
19. Use independent judgment in performing difficult and responsible work.
20. Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors.
21. Organize, plan, and implement a variety of tasks simultaneously, with multiple interruptions and distractions.
22. Collaborate with other departments.
23. Understand and carry out department goal and objectives.
24. Function in situations requiring tact and discretion.
25. Display the highest level of integrity.
26. 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 35

*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.*

*Board Approved January 25, 2018*