

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. Team lead, plan, and assist with coordination of work of professional, technical, and clerical employees in the Business Office. This is a classified 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 recordkeeping 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 relating to accounting, financial management, budgeting, or auditing working, in a California school district office. Preferably prior experience with a Regional Occupational Program (ROP).
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, State and Local Grants and/or Entitlements for applying and reporting purposes.
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 training
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, mentoring, training, and customer service.
13. Accounting and computer software application programs, including LACOE financial system(s).
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, computers, and associated office software, such as: MS Office Suite, Google Applications, 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 and/or partnering districts.
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 of information.

PHYSICAL ABILITY

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. Employee is regularly required to sit at a desk and in meetings for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, lift to 25 pounds, feel, or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach.

WORK ENVIRONMENT

Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones, and other office equipment.

SALARY PLACEMENT

Range M40

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.

Pending Board Approval, January 29, 2026