



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: ACCOUNTANT**

### **BASIC FUNCTION:**

Under the direction of the Director of Budget/Accounting, perform professional accounting and budgetary work related to establishing, analyzing, auditing, reconciling and maintaining financial records for assigned District grant programs and funds; prepare accounting, budgetary and statistical reports and statements regarding assigned grant programs and funds; serve as a technical resource to District personnel.

### **REPRESENTATIVE DUTIES:**

#### ESSENTIAL DUTIES:

Perform professional accounting and budgetary work related to establishing, analyzing, auditing, reconciling and maintaining financial records for assigned District grant programs and funds; assure compliance with established grant specifications and applicable laws, codes, rules and regulations.

Prepare accounting, budgetary and statistical reports and statements regarding assigned grant programs and funds; review and process various applications related to assigned budgets and grant programs.

Monitor, evaluate and reconcile accounts related to assigned grants and budgets; update accounts to reflect income and expenditures; audit accounts for errors and make appropriate adjustments; prepare related reports.

Serve as a technical resource to administrators and personnel regarding grant requirements and specifications; resolve accounting issues and explain interpretation of laws, rules and regulations related to assigned activities.

Prepare and review accounting records for accuracy, completeness and compliance with accepted standards; make journal entries and transfer funds; post revenue and other income to appropriate accounts; establish and maintain grant and entitlement files.

Set up and maintain automated records for grant transactions and budget information; generate mandated and requested computerized reports; assure accuracy of input and output data.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

## **Accountant - Continued**

Communicate with administrator, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Collaborate with various District personnel in assuring the smooth income and disbursement of grant funds.

Collect and compile information for special projects and prepare summaries, reports and recommendations as appropriate.

Attend and participate in a variety of assigned meetings.

Maintain regular and prompt attendance in the work place.

### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Methods, procedures and terminology used in professional accounting and auditing work.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- General accounting, budget and business functions of a school district.
- Budgeting practices regarding monitoring and control.
- Financial and statistical record-keeping techniques.
- Basic financial analysis and research procedures.
- Applicable laws, codes, regulations, policies and procedures.
- 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.
- Arithmetic computations.

#### ABILITY TO:

- Perform professional accounting and budgetary work related to establishing, analyzing, auditing, reconciling and maintaining financial records for assigned District grant programs and funds.
- Maintain accurate financial and statistical records.
- Prepare and analyze comprehensive accounting statements and reports.
- Interpret, apply and explain rules, regulations, policies and procedures related to grant funds.
- Compare numbers and detect errors efficiently.
- Reconcile, balance and audit assigned accounts.
- Assemble, organize and prepare data for records and reports.

## **Accountant - Continued**

- Monitors grant account income and expenditures.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate office equipment including a computer and assigned software.
- Make arithmetic computations with speed and accuracy.
- Plan and organize work.
- Meet schedules and time lines.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to: bachelor's degree in accounting or business administration and one year of professional experience performing varied financial analysis, record-keeping and report preparation duties.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Indoor work environment.

#### PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 48