

## FISCAL ACCOUNTANT

### DEFINITION

Under general direction, exercises independent judgment in general accounting and budget functions in accordance with established policies and procedures. Coordinates and performs complex accounting functions in analyzing, recording and monitoring income and expenditures for District general and special funds, preparing financial analyses and special studies. Coordinates and performs complex technical work in the development, monitor, control, and analysis of District general ledger and budgets. Assists in the development, implementation and maintenance of improved budget and accounting procedures; performs other work as required.

### DISTINGUISHING CHARACTERISTICS

This is a specialist or lead level of the accounting series. The emphasis, however, is on the performance of specialized duties rather than supervision. Responsible to a District level Director for budget control, fiscal audits, and general ledger reconciliation.

### TYPICAL DUTIES

- Monitor fund balances and reconcile monthly to Cash in County Treasury reports. Prepare related journal entries and cash transfers as needed to keep integrity of all funds.
- Participate in the research, collection, and compilation of data for financial and statistical reports, projections, estimates and studies.
- Monitor cash flow and fund releases for construction projects, including general obligation funds, certificates of participation, and developer fees.
- Serve as a resource for directors and project managers in developing and maintaining project budgets. Initiate and recommend budget adjustments. Verify and analyze financial records and reports. Resolve problems and discrepancies, and make revisions as necessary.
- Assure compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies.
- Responsible for maintaining accurate general ledger reports and reconciliation of the District general ledger. Prepare monthly cash flow reports.
- Implement a financial software program to track projects and grants at the state and local level.
- Prepare a variety of county, state, and federal reports and forms.
- Assist with and provide information for internal accounting and independent annual audit processes.
- Apply for grants and other funding as appropriate.
- Assist in the area of accounts receivable, including prior year transactions.
- Maintain chart of accounts and assign codes in accordance with State reporting requirements.
- Assist in the development of District budgets, including reconciliation of position control, budget, and payroll.
- Assist in the year-end closing process of the District accounting records.
- Perform other related fiscal services duties and tasks as assigned.

### QUALIFICATIONS

#### Knowledge of:

Principles and procedures of accounting, including governmental procedures, school district fiscal, payroll, and budget procedures; computer-based accounting systems and procedures; modern office procedures, methods and equipment, including calculator, copier, computer and printer; laws, rules, and regulations applicable to California school district accounting activities.

#### Ability to:

Establish and maintain effective work relationships with those contacted in the performance of assigned duties; understand and carry out complex oral and written instruction; apply pertinent school district policies, laws, rules, and governmental regulations to specific case; analyze and interpret fiscal records and documents to prepare accurate and complete financial summaries and reports; perform research, compiling information from a variety of sources maintaining accurate records and files. Physical ability and emotional stamina to endure additional hours or work, under sometimes stressful situations.

#### Education and Experience:

Degree in accounting or CPA preferred; additional approved qualifying experience may be substituted on a year-for-year basis with a minimum of four years of education and/or experience. Two years of increasingly responsible in-depth experience in accounting, preferably within a school district or other governmental agency.

Board Approved: 10.18.07