



PERSONNEL COMMISSION

Class Code: 0358
Salary Range: 34 (C1)

ACCOUNTANT

JOB SUMMARY

Under direction, perform professional accounting in the computation, recording, and reporting of financial transactions; review accounting and other financial records and prepare financial reports and analyses; administer and monitor the allocation of positions throughout the District; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Review and analyze budget expenditure reports of categorical programs or grant projects for accuracy and completeness of amounts, encumbrances, expenditures and available funds and make adjustments as needed; calculate and add applicable indirect costs; prepare reimbursement claims to granting agency. **E**
- Compile and consolidate data on a variety of categorical programs; prepare mandated cost claims for the determination of employee hourly production rates and apply rates to specific claims for reimbursement to District programs. **E**
- Collect data and prepare unemployment insurance report for the budget office. **E**
- Prepare reports such as expenditure reports, year-end closing, deferred income and accounts receivable and payable. **E**
- Prepare and update staffing rosters of sites and monitor according to established quota of authorized positions; resolve overstaffing issues with site personnel and superiors; prepare funding changes when a change in authorized staffing is approved; track temporary positions and ensure roll-over of long term substitute employees in permanent positions. **E**
- Calculate the required number of general fund positions for sites based on projected enrollment and dollar amounts. **E**
- Maintain and input changes to the District chart of accounts; create, change or delete account structure numbers as directed. **E**
- Review appropriation transfer transactions entered in the Los Angeles County Office of Education automated system and monitor the County records on the same transactions; make adjustments as needed. **E**

- Compile data and prepare regular or special reports or financial statements as directed. *E*
- Communicate with and assist site personnel and other District personnel in resolving issues, interpreting, and explaining District and other jurisdictions' accounting and budgeting requirements and regulations. *E*
- May lead and direct others in performing difficult accounting tasks or solving a particular accounting problem.

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Accountant performs complex and professional accounting and budgeting work requiring the application of a thorough knowledge of governmental accounting procedures and practices. An incumbent collects and analyzes financial and statistical data for the purpose of reporting on the financial status of programs or projects. An incumbent monitors the allocation of District positions in accordance with authorized staffing patterns.

EMPLOYMENT STANDARDS

Knowledge of:

Accounting principles and practices related to governmental financial record keeping.
Laws and regulations related to District accounting and budgeting.
Techniques of utilizing accounting software.
Financial and statistical record-keeping techniques including spreadsheets on computer software.
Operation of a computer terminal, personal computer and ten key calculator.
Modern office practices, procedures and equipment.

Ability to:

Analyze, interpret and prepare financial statements and reports.
Make arithmetic computations with speed and accuracy.
Post entries to journals and ledgers.
Examine and verify financial documents and reports.
Train and give work direction to others.
Operate office machines such as computer terminal and ten key calculators.
Maintain accurate financial and statistical records.
Establish and maintain effective working relationships with others.

Education and Training:

Graduation from an accredited four year college or university with a bachelor's degree in accounting, business administration or a closely related field.

Experience:

Two years of professional accounting work. Experience in a public agency is desirable.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Seeing to read various statistical data.

Hearing and speaking to exchange information in person or telephonically.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.