SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ACCOUNTANT

DEFINITION
To perform a variety of professional level accounting duties involved in the maintenance of an accounting system requiring the implementation of technical accounting principles and procedures.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from supervisory or management staff; may exercise functional and technical supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES
Responsibilities and duties may include, but are not limited to, the following:

Maintain and reconcile a variety of ledgers and accounts; examine all accounting transactions to ensure accuracy; correct financial records as necessary; plan, organize, coordinate and participate in the input of accounting, fiscal and statistical data; assist in monitoring and verifying various accounts, availability of funds, and classification of expenditures; research and analyze transactions to resolve problems; audit, monitor and evaluate the financial records of the Office of Education internal operation and the fiscal operation of County school districts; request, receive, review and reconcile computer output reports to audit and monitor expenditures and school district fiscal reports; consult with Office of Education and school district personnel regarding the financial status of special funds and accounts; perform comprehensive financial activity studies as directed; determine trends in projected expenditures and revenues to assist in the budget development process; verify state apportionment calculations; prepare monthly revenue allocation reports; participate in budget preparation and monitoring; allocate costs to various budgets; generate journal transfers as appropriate; prepare reports of income and expenditures; prepare a variety of management financial reports; prepare or assist in the preparation of a variety of reports mandated by state and federal agencies; supervise payroll activity for student enrollees and employees in assigned program; generate enrollee supportive services and work experience payrolls; perform a variety of functions pertaining to the purchase of commodities, goods, materials and equipment; audit claims and purchase orders for proper account numbers; resolve problems with department staff; recommend or implement changes in accounting systems and procedures; develop orientation and in-service programs regarding budget development, expenditure control, disbursement procedures and other related fiscal matters; assist independent auditors in the conduct of annual and special audits; assign work to and assist accounting technical and clerical staff; verify revenue receipts, record to appropriate fund and analyze revenue reports; perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
- Pertinent federal, state and local laws, codes and regulations; broad knowledge of accounting theory, principles, terminology and practices; application of data processing to accounting systems; general ledger system; principles of financial administration including budgeting and financial reporting; principles of supervision and training.

Ability to:
- Interpret and explain Office of Education financial management policies and procedures; prepare clear and concise accounting reports; apply accounting principles and practices to a variety of

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complex accounting transactions and problems; analyze, define and correct accounting errors; reconcile accounts; operate business office equipment including a microcomputer; follow procedures prescribed by manuals, office directives and federal and state laws; supervise, organize, and review the work of technical and clerical personnel; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two years of experience performing professional accounting duties which included work with budgets, final closing of books and preparation of financial reports.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field.