

## 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.