

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Receives direction from supervisory or management staff; may exercise functional and technical supervision over technical and clerical staff, 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.

REPRESENTATIVE DUTIES:

Responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL DUTIES:

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; maintain and reconcile a variety of ledgers and accounts; examine all accounting transactions to ensure accuracy and correct financial records as necessary

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 and participate in budget preparation and monitoring; verify revenue receipts, record to appropriate fund and analyze revenue reports

Allocate costs to various budgets; generate journal transfers as appropriate; prepare reports of income and expenditures as well as 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

San Mateo County Office of Education

Accountant

Assist independent auditors in the conduct of annual and special audits; assign work to and assist accounting technical and clerical staff

Perform related duties and responsibilities as required

KNOWLEDGE AND ABILITIES:

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 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

EDUCATION AND EXPERIENCE:

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 (2) years of experience performing professional accounting duties which included work with budgets, final closing of books and preparation of financial reports.

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

December 9, 2015

San Mateo County Office of Education