

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ACCOUNTANT - SENIOR

BASIC FUNCTION:

Under the direction of the Controller, coordinates, organizes, and performs complex professional accounting and budgeting work in the computation, recording, and reporting of financial transactions for Accounting Services within the Santa Clara County Office of Education; monitors, and maintains budgetary, finance, cost, payroll, and other financial records; plans, develops, and implements new and revised accounting and budgeting procedures; researches, analyzes, and resolves fiscal and system discrepancies; provides technical and procedural assistance to administrators, program managers, and internal staff.

DISTINGUISHING CHARACTERISTICS

The classification of Accountant - Senior requires specialized subject matter expertise in governmental fiscal accounting, including the principles and practices of accounting and budgeting, generally accepted accounting and budgeting procedures, and the development and maintenance of complex accounting and budgeting procedures, as well as extensive, directly related, and progressive experience. Knowledge is applied to research and evaluation involving innovative solutions and alternatives.

Employees in this job class receive limited supervision from the Controller/Assistant Controller, within a broad framework of policies and procedures. Employees in this job class make decisions of a significant impact or consequence involving recommendation(s) and development of new and revised policies, procedures, and services, as well as, providing technical assistance to, and leading, directing the work of others. Meets with administrators, program managers, internal staff, and auditors for the purpose of planning and coordinating activities, implementing decisions, justifying or defending decisions, and/or controversial issues.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates, plans, and organizes the operation and maintenance of accounting and budgetary items in Accounting Services, including payroll, accounts receivable, accounts payable, general ledger, financial reports, and special projects

Plans and develops procedures for preparing fiscal reports and for maintaining or storing specialized or centralized control of accounting and financial records.

Assists in the development of specifications for accounting and budgeting system designs and improvements.

Analyzes, interprets, and administers laws and regulations relating to accounting and budgetary control systems.

Provides technical assistance to, leads and directs the work of staff accountants, as well as principal accountants in federally or state funded grant programs; oversees the processing of accounting transactions, items auditing, and processing of payroll, and other warrants, and related reporting systems.

Advises, assists, and monitors accounting personnel with accounting reporting, cost-target systems, and operations.

Oversees the gathering, classifying, and summarizing of data, as the compilation of financial reports; researches and analyses accounting and financial discrepancies and recommends a course of action to resolve problems.

Prepares, reviews, and revises accounting manual and instructions for assigned areas of responsibility.

Develops and conducts accounting related workshops; prepares various special financial reports, schedules, charts, and tables for administration and County Board of Education

Assists internal and external auditors as required, including compiling and preparing data and information.

Coordinates operations and activities with the Technology Services Branch to enhance or modify accounting system capabilities; conducts trouble shooting, system analysis, and implementation to ensure timely and accurate processing, accounting systems, and production reports.

Participates in the control of budgetary increases, adjustments posting, balancing and reconciliation of financial records and accounts.

Confers with and provides accounting and budgetary technical and procedural assistance to administrators, program managers, and internal staff.

Operates internal accounting information systems, microcomputer hardware and software, and networking systems including word processing, spreadsheets, and others, maintaining and creating spreadsheets and systems as needed.

Prepares account analyses and monthly balance sheet reconciliations, including cash general ledger reconciliations; identifies discrepancies.

Advises management on accounting and finance related information and status of projects and programs.

Understands and carries out a variety of complex instructions in a responsible and independent manner.

Coordinates and assists with year-end closing, participates in the compilation of data, statistical studies, and analyses of past and current data.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive understanding of generally accepted accounting principles and procedures accounting, general ledger, auditing, budgeting, financial administration, statistical record keeping, reporting practices, and analytical techniques related to public agencies, school districts, and COE financial transactions.

Principles of fiscal administration including development and maintenance of sound internal fiscal controls and policies, and financial and statistical analysis.

Appropriate laws, codes, standards, and fiscal reporting requirements applicable to COE financial transactions, program development and control, and school district fiscal solvency.

Legal requirements for record retention as it pertains to accounting records and systems.

Budget development, monitoring, analysis and controls for educational programs and services, including grant development, administration, and narrative budget reporting.

Modern office practices, procedures, methods, and equipment, including filing systems, record-keeping practices, and microcomputer operations.

Software and hardware used in the performance of accounting, budget analysis, fiscal analysis, and fiscal reporting responsibilities.

Concepts and applications of information systems and peripheral equipment to financial systems and accounting operations.

Proper English usage including, grammar, punctuation, spelling, and sentence structure.

ABILITY TO:

Perform a variety of complex accounting, budget development, analysis, monitoring, and expenditure work as well as fiscal analysis and monitoring work related to financial and accounting transactions.

Gather, organize, analyze, and present a variety of information, including the performance of statistical analysis.

Train, provide technical assistance, advice and direction to program personnel, and fiscal support staff.

Prepare, audit, and analyze complex financial statements, budget forecasts, fiscal analytical reports, summaries, schedules, tables, charts, and illustrations.

Develop, maintain, and make revisions to complex accounting, budget, and auditing systems, including program budgets and appropriate internal fiscal controls.

Skillfully utilize automated accounting, financial management, and management information systems.

Effectively utilize automated accounting information systems and related software applications.

Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow.

Develop and conduct training workshops.

Research, analyze, interpret, and apply pertinent codes, laws, rules, and regulations to professional accounting work, budget analysis work, fiscal solvency, and financial transactions.

Identify complex problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.

Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others.

Effectively represent the COE in working with internal/external clients.

Communicate effectively, both orally and in writing, to large and small groups.

Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with coursework in accounting, business administration, or a related field, and three years of professional accounting and budgeting experience, including two years in school or governmental accounting.

LICENSES AND OTHER REQUIREMENTS:

May require: Possession of or ability to obtain certification or its equivalent as a Certified Public Accountant as issued by the State of California.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: March 23, 2000; Revised: 06/21/01; Revised Approval: 05/11/2016



Kristin Olson

Director-Classified Personnel Services

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