

Job Summary:

The job of Accountant is done for the purpose/s of planning, organizing and participating in responsible and technical fiscal records management, auditing, reporting functions, and activities. Under the direction of the Director of Internal Business Services, or the Director of External Business Services, the Accountant performs specialized accounting; auditing of accounts, records and disbursements; monitors financial data and reporting systems; and performs other related work as assigned.

Essential Functions:

- ▶ Coordinates the work efforts of fellow staff members and district employees for the purpose of gathering financial and other data from multiple sources needed to complete federal and state reporting requirements, providing training sessions to staff and districts, and completing accounting, budgetary and payroll research projects.
- ▶ Inputs payroll, budget and financial transactions for the purpose of generating payments, payroll corrections, accounting entries, budget appropriations, state and federal reports, correspondence and financial projections.
- ▶ Maintains financial historical documents and accounting records for the purpose of securing and making available historical information when needed.
- ▶ Meets/confers with staff members, supervisor, district personnel and boards of education for the purpose of providing and receiving financial information and training.
- ▶ Plans work assignments, meetings, reporting schedules, system development needs for the purpose of meeting statutory and internal financial reporting deadlines, district training, providing information to districts, and effecting changes in the financial system.
- ▶ Provides training, technical assistance and information for the purpose of making other staff and district employees aware of pertinent financial information, available resources and procedural requirements.
- ▶ Reconciles bank accounts, treasury funds, clearing and liability accounts for the purpose of insuring the propriety and completeness of processed transactions.
- ▶ Reviews/analyzes financial information and transactions for the purpose of understanding, correcting and providing approval of accounting information and assisting district and fellow employees in understanding financial transactions.
- ▶ Schedules work efforts and completion deadlines, technical research, networking and requests for assistance for the purpose of completing assigned work in a timely manner, and meeting information needs of other staff and district employees.
- ▶ Verifies financial information and transactions of the County Office of Education and school districts within the county for the purpose of identifying errors, issuing accurate financial information, and verifying financial transaction propriety.
- ▶ Transports self to various school districts within Tulare County for the purpose of providing training and technical assistance.

Skills, Knowledge and/or Abilities:

▶ **Skills to:**

- operate office equipment, i.e., personal computer, 10-key calculator, copier, telephone, scanner, fax machine, projector(s)-571-1(an.9291o.8(t)-1.1ify)22.6)0.1(ng fhof6Lad.phons)-57e)0.2.65c)3une,