CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:
Under direction, perform the general ledger accounting functions; coordinates the financial management of assigned funds or programs by administering and coordinating financial management activities to ensure appropriate utilization, expenditure, and reporting of funds including: budget development, financial monitoring and reporting; reviewing contract and grant proposals for audit and financial impact; establishing relations and collaborative processes with others to ensure timely and appropriate expenditure of funds for assigned programs; and ensuring timely and accurate accounting in compliance with GAAP and GASB.

REPRESENTATIVE DUTIES:
Assist program directors/coordinators in the development and preparation of grant and contract applications to ensure appropriate budgetary/financial considerations are included; monitor the application process for all external funding from a financial perspective.

Create a collaborative environment by providing technical leadership and analytical support to staff, administrators, program directors or local educational agency personnel in the area of complex accounting transactions and financial management.

Assist local educational agencies with their application of financial transactions in support of federal, state and California School Accounting Manual guidance.

Provide leadership and support in the financial management of assigned funds; provide budget analysis and technical and analytical support to program or district personnel; coordinate with the supervisor in the development and monitoring of assigned budgets or funds.

Ensure the accurate maintenance of financial records for assigned funds; interpret federal, state, and other agencies requirements and regulations; ensure expenditure of all funds is in compliance with the restrictions of those funds.

Assist program managers in financial management to ensure appropriate expenditure of funds; assist in financial problem solving including researching and reconciling actual expenditures to budgeted amounts, and assisting in report preparation; maintain direct contact with budget managers in budget preparation, implementation, and monitoring.

Analyze, prepare, and review data for claims, invoices and financial reporting to various agencies, including state, county, federal, local, and private; record appropriate accounting transactions, adjustments, and accruals.

Coordinate the balancing of local educational agency payroll taxes and wiring to federal and state tax agencies.

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Prepare and process daily check reconciliations; audit cash balances; resolve errors and discrepancies, balance source documents, and forward information to the County Auditor’s Office.

Utilizing VCOE’s financial system and spreadsheet software, monthly balance local educational agency cash records to County of Ventura cash balances; research and identify balancing errors and discrepancies and correct as needed; balance source documents and forward information to County of Ventura Auditor’s Office.

Maintain district general obligation bond debt schedules and coordinate accurate bond debt wire payments with the County of Ventura, within prescribed debt schedule timelines.

Coordinate and manage all incoming and outgoing wire transfers with the County of Ventura. Accurately record all incoming and outgoing wire transfers to the appropriate local educational agencies funds.

Collect, review and distribute all state and federal educational funds and notices received from the County of Ventura, that are outside of the monthly state apportionment process.

Coordinate budget and operation functions with various departments and agencies; maintain cooperative and collaborative working conditions with other departments and agencies; provide information and assistance to others regarding budgets, accounting and related matters.

Conduct training and workshops in the area of financial management, financial reporting, and administrative procedures related to expenditure of funds, as well as federal, state, and county compliance and guidelines.

Analyze and compile financial data for projects, studies, analyses, and reports, ensuring compliance with all federal and state regulations.

Develop and implement new or revised procedures through a collaborative process to improve service.

Plan and organize tasks for maximum effectiveness and service; coordinate assignments with staff; complete work to facilitate continuous workflow.

Maintain cooperative and collaborative working relationships with other departments, local educational agencies, and various state government entities, provide information and assistance to others as needed.

Assist in year-end closing process and annual external audit.

Provide written communications and oral presentations in the area of education finance, financial reporting, and the efficient and appropriate use of computerized business systems; attend meetings and provide informational workshops as appropriate.
May supervise staff.

Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- California School Accounting Manual, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Boards (GASB);
- Applicable sections of the State Education Code and other laws, rules and related regulations such as those related to budget development and control;
- Advanced accounting principles and practices of fund accounting including general ledger accounting and financial record-keeping techniques;
- Provide assistance in the preparation and processing of payroll and retirement data.
- Basic statistical and financial analysis and research procedures;
- Principles and methods of budgeting for governmental and/or educational institutions;
- Computer information systems concepts, operations, capabilities, and applications in accounting and budget development and financial management;
- Working knowledge of integrated business systems, computers and related business and office software;
- Principles and methods of supervision;
- Correct English usage, grammar, spelling, punctuations and vocabulary;
- Effective oral and written communication skills; and
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**
- Independently compile financial data and develop recommendations for budgetary action;
- Read, learn, interpret, apply, and explain laws, regulations, policies, guidelines, and practices pertaining to accounting, budgeting, and financial matters;
- Establish budgetary control mechanisms to capture transaction details for analysis;
- Access and extract information from computer information systems for review and analytical use;
- Perform and develop complex computerized spreadsheets and other computer operations;
- Analyze financial data and prepare financial reports, forecasts, and recommendations using generally accepted accounting principles;
- Plan and organize work;
- Communicate effectively both orally and in writing;
- Prepare and deliver oral presentations;
- Establish and maintain effective and cooperative working relationships with others;
- Meet schedules and timelines

**EDUCATION AND EXPERIENCE:**
- Any combination equivalent to: Associate's degree in accounting or related field and three years responsible accounting experience. At least two years of responsible California School Accounting experience in the area of budget development and control or financial reporting is preferred. Advanced techniques in the use of computerized spreadsheets are required.
LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions and driving to various sites to conduct work.

PHYSICAL ABILITIES:
Vision to inspect, review and analyze financial or statistical records and reports;
Hearing and speaking to effectively communicate and exchange information;
Sitting for extended periods of time;
Ambulate oneself to other departments;
Some climbing of small ladders;
Bending, kneeling, and reaching to retrieve and file records;
Dexterity of hands and fingers to file and operate office technology and equipment; and
Lifting boxes weighing up to 30 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.