

JOB DESCRIPTION

Title:	Accountant (Classified)	Reports To:	Director of Fiscal Services
Department:	Fiscal Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist </div> <div style="width: 35%;"> <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> CSEA 27 – Range 42 <input type="checkbox"/> CSEA 860 <input type="checkbox"/> AEA </div> </div>		

GENERAL SUMMARY OF DUTIES:

The position of Accountant performs a variety of mid-level accounting tasks, maintains a variety of accounting/purchasing/payroll records, and performs complex fiscal analyses.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Analyzes a variety of financial information for the purpose of evaluating compliance with District and state requirements. ***E***
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records and complying with District policies and other regulatory requirements. ***E***
- Informs personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines. ***E***
- Maintains a wide variety of fiscal information, files and records (e.g., accounts payable or accounts receivable, contracts, invoices, transfers, cash deposit, purchase orders, payroll

**E – Essential Function*

related reports, timesheets, applications, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance. *E*

- Monitors Payroll functions (e.g. evaluating, monitoring, etc.) for the purpose of ensuring payroll operations are performed efficiently in a timely manner in accordance with established guidelines. *E*
- Prepares a wide variety of written materials (e.g. procedures, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal and/or administrative requirements. *E*
- Processes a wide variety of fiscal information for the purpose of updating information and/or authorizing final action in compliance with accounting/purchasing requirements. *E*
- Processes Developer Fee payments for the purpose of ensuring the accurate collection to meet District guidelines. *E*
- Provides technical expertise and direction to other personnel regarding accounting/purchasing/payroll issues and related activities for the purpose of conveying pertinent information to appropriate parties. *E*
- Implement policies, procedures and/or actions on issues that relate to accounting/purchasing/payroll functions for the purpose of providing assistance and/or decision making. *E*
- Assist with reconciling account balances, discrepancies, etc. for the purpose of maintaining accurate account balances and complying with related policies, practices, and/or regulations. *E*
- Assist with reconciling cash accounts, including Associated Student Body accounts. *E*
- Analyzes cash received as compared to cash projections and performs associated analysis when needed. *E*

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Bachelor's degree in Accounting or equivalent experience.
- Experience maintaining and reconciling accounts.
- Minimum 5 years working with Chart of Accounts and preparing standard financial statements.

KNOWLEDGE AND SKILLS:

- Knowledge of accounting/bookkeeping principles and purchasing principles.
- Ability to troubleshoot and improve operational accounting processes.
- Knowledge of payroll policies and procedures.
- Knowledge of methods and practices of payroll record keeping.
- Proficient in the use of technology, including a variety of software applications (word processing, spreadsheet, accounting)
- Ability to perform complex financial analysis; identify research and troubleshoot financial discrepancies; identify and conduct variance analysis when needed.

DESIRED QUALIFICATIONS:

**E – Essential Function*

- Previous experience working in a finance department for a complex organization with multiple work sites.
- Bilingual desired: Spanish, Chinese or Tagalog.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Frequency Key: None; Occasional; Intermittently; Frequently.

Activity	Frequency		Activity	Frequency
Bend	O		Lift/carry 0-10 lbs	O
Twist	O		Lift/carry 11-25 lbs	O
Squat	O		Lift/carry 26-40 lbs	N
Kneel	O		Lift/carry 41-100 lbs	N
Climb	N		Stand	O
Reach above shoulder	N		Walk	O
Grip/Grasp	I		Sit	F
Extend/Flex Neck	N		Drive	O
Use Right Hand	F		Perform Repetitive Hand Motions	F
Use Left Hand	F		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

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**E – Essential Function*