



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue - Hemet, CA 92545 - (951) 765-5100

ACCOUNTANT

JOB SUMMARY

Coordinates, organizes and performs professional accounting and budgeting work in the computation, recording, auditing and reporting of financial transactions; calculates financial projections; reviews, prepares and maintains accounting, budgetary and other fiscal records; provides technical and procedural staff assistance; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Coordinate, plan and organize the maintenance of accounting and budgetary items including accounts receivable, contracts, financial reports, and special projects;
- May serve as staff accountant for general accounting, student attendance and budget service areas, or as principal accountant for federal or state funded programs and grants, instructional programs such as alternative education, preschool and special education, and for support service programs such as Child Nutrition, Facilities and Transportation;
- Review and analyze expenditures for compliance with rules and regulations of funding source/granting agency;
- Participate in the adjustment, posting, balancing and reconciliation of financial records of budgetary control accounts;
- Prepare and/or file work papers;
- Audit, reconcile and prepare financial statements and a variety of financial reports for federal, state and other agencies, as well as for internal accounting;
- Design, recommend or implement changes and improvements in accounting, recordkeeping and budgetary systems procedures and processes;
- Plan, develop and maintain accounting and financial information storage and record retrieval systems;
- Assist all levels of staff with technical and procedural needs;
- Prepare, establish and monitor a variety of contracts to meet program needs and oversees contracts to assure quality control and program compliance;
- Advise other accountants and may coordinate work of other lower level accounting technicians, payroll specialists and clerks;
- Respond to internal and external requests for information;
- Participate in the development of, and suggests modifications to financial information and data collections systems and reporting procedures;
- Classify and summarize data as needed;
- Conduct research, analyze laws, regulations and data and make recommendations on the formulation of new or revised fiscal related policies and procedures;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Applicable laws, rules, policies and procedures;
- Accounting, auditing and budgetary principles and practices including governmental accounting;
- Principles of financial administration including budgeting and reporting, financial projections, recordkeeping, information storage and record retrieval systems and techniques; database structure;
- Modern office practices and procedures including filing systems, database structures, and software programs;
- Proficient use of a computer and knowledge of Microsoft
- General public relations;

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EMPLOYMENT STANDARDS (Continued)

Ability to:

- Properly analyze, interpret and make decisions in accordance with appropriate laws, rules and regulations;
- Analyze financial problems and recommend solutions;
- Research and interpret data, regulations, rules, guidelines, and policies;
- Utilize automated accounting information systems and related software;
- Establish and maintain effective working relationships in the course of assigned duties;
- Coordinate the work of other lower level accounting staff;
- Communicate effectively, both in orally and in writing;
- Examine and verify financial documents and reports;
- Prepare, file, audit and analyze a variety of accounting, budgeting and financial summaries, statements, worksheets, and reports;
- Work within demanding timelines and reporting deadlines;
- Learn and utilize new and current technologies
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work independently and problem-solve;
- Use "ten-key" machine by touch with accuracy;
- Use calculators and adding machines with accuracy;
- Use a computer and proficient knowledge of Microsoft Excel or other similar electronic spreadsheet applications;
- Type at a rate sufficient to effectively perform the typing duties required of the position;
- Make arithmetic calculations with speed and accuracy.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school with high school or college level course work in accounting and budgeting. Associate or Bachelor degree in a related field preferred.

Experience: Four (4) years of increasing responsible experience working in the areas of accounting, budgeting, and/or financial reporting and auditing.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above:

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: District and school offices and grounds. Exposure to: inside /outside temperature swings, use of office equipment and supplies, proximity to alarms.

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Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Bargaining Unit Position
Range 43

January 2014