

## East Side Union High School District

**Job Title: Senior Accountant**

### **Description of Basic Functions and Responsibilities:**

To perform responsible technical/professional accounting and auditing duties in the maintenance of District accounting and financial records and to assist in directing and overseeing the work of Accounting Department staff. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class is responsible for exercising independent judgment and decision-making skills regarding standard accounting procedures for the District.

**Supervisor:** Director of Finance

### **Typical Duties:**

Performs technical/professional accounting and auditing duties in the maintenance of District financial and accounting records

Trains, directs and reviews the work of subordinates for accuracy and compliance to established departmental and/or accounting procedures and standards

Collects, reviews, verifies and prepares journal entries

Maintains, balances and reconciles District ledgers

Prepares and directs the preparation of ledger entries and reconciliation

Monitors budgets and assists in compiling information needed for budget preparation of various funds as required

Audits ledgers and other fiscal related records and documents for accuracy and makes necessary corrections as needed

Audits payment records for accuracy

Prepares and reconciles payroll reports

Assist in the preparation of various fiscal reports

Assists in establishing new or modified accounting procedures and methods within the department

Reviews and proofs a variety of financial accounting reports and statements: verifying data and correcting errors

Distributes ledger printouts to appropriate sites and departments

Monitors, reviews and tracks school bank financial statements for accuracy

Answer questions and provide requested information to auditors

Acts as information source to staff, school site personnel and others regarding accounting policies, procedures, standards, etc

Proves accounting codes, institutes corrections and makes appropriate journal entries.

Establishes and maintains accounting and related records and files

### **Employment Standards:**

Knowledge of general accounting and auditing principles, practices and procedures

Knowledge of governmental accounting and auditing procedures, requirements, standards and regulations

Knowledge of data processing as it relates to financial record keeping

Knowledge of modern office methods and procedures

Ability to train, prioritize and direct the work of others

Ability to prepare clear and comprehensive financial statements and reports

Ability to accurately check, verify and analyze a variety of accounting data and draw sound conclusions

Ability to establish and maintain detailed accounting records and files

Ability to interpret and apply governmental accounting principles and practices to practical situations

Ability to communicate effectively and tactfully in both oral and written form

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

**Minimum Qualifications**

Minimum of three years experience in governmental fund accounting. Experience in working with microcomputer and electronic spreadsheet is required.