

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS SERIES TITLES: Accountant I/II

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform professional accounting, budget analysis and reviews, and provide comprehensive fiscal knowledge, accounting/fiscal support, and technical assistance for departments, sites, and/or programs of the County Office of Education and/or in County school districts; to monitor fiscal solvency and ensure funding compliance; to develop, prepare, audit, revise, and/or maintain a variety of accounting, budget, and financial reports, statements, transactions, and records in accordance with applicable laws, codes, statues, rules, regulations and ordinances; and to perform related duties as assigned. This class is responsible for accurate and timely accounting, budget, and fiscal production work under stringent timelines.

DISTINGUISHING CHARACTERISTICS AND ALTERNATE CLASS SERIES

The Accountant I/II is an alternate class series requiring excellent communication, time management, organization, and problem solving skills as well as specialized training and subject matter expertise in the area of program budgeting, governmental accounting, and fiscal solvency. Knowledge is applied to analytical problem solving, utilizing a variety of widely used principles and concepts.

Accountant I: This is the first level professional classification of this alternate class series. Employees at this level receive general supervision within a broad framework of policies and procedures. Employees in this class possess an understanding of the accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting system requirements and knowledge of applicable laws, statues, rules, codes, and ordinances. Employees at this class level participate in decisions of significant impact.

Accountant II: This is the advanced professional classification of this alternate class series. Employees in this class receive limited supervision within a broad framework of policies and procedures. Employees in this class possess a comprehensive understanding of the accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting system requirements and full knowledge of applicable laws,

TYPICAL DUTIES: *The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.*

Prepares journal entries, account work papers, complex bank reconciliation, ADA reports for COE programs, schedules, charts, complex spreadsheets, and database work papers in the performance of complex accounting, budget, and financial analysis work

Designs, recommends, and/or implements changes in accounting systems, accounting policies, and information storage and retrieval systems, working with other fiscal and program staff as necessary

Monitors, analyzes, and/or reviews financial summary and d11(I)12

Participates in contract development for staff and services, providing bid specifications to Purchasing Services, securing and scheduling service contractors, and/or monitoring, reviewing, and/or overseeing contract compliance and services

Operates internal accounting information systems, microcomputer hardware and software, including word processing, spreadsheets, and others, maintaining and creating spreadsheets as needed

May develop, implement, and maintain database and networking systems in accordance with funding needs, program mandates, and reporting requirements

Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

In depth understanding of general principles and procedures accounting, auditing, budgeting, bookkeeping, and fiscal record keeping as related to public agencies, school districts, and COE financial transactions

Principles of fiscal administration including development and maintenance of sound internal fiscal controls and policies, and financial and statistical analysis

Appropriate laws, codes, standards, and fiscal reporting requirements applicable to COE financial transactions, program development and control, school district fiscal solvency, and attendance procedures

Provide guidance, training, and work reviews for technical accounting and fiscal support staff as well as advice and consultation to management and staff in COE programs and/or school districts

Prepare, audit, and analyze a variety of financial statements, ADA data, and fiscal reports and analysis and evaluations

Develop, maintain, and make revisions to accounting systems, program budgets, and appropriate internal fiscal controls

Skillfully use computerized accounting, financial management, and management information systems

Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow

Analyze, interpret, and apply pertinent codes, laws, rules, and regulations to professional accounting work, attendance accounting, budget analysis work, fiscal solvency, and financial transactions

Identify problem areas or situations, evaluate problem causes, and take appropriate action