

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
RANGE: 47.0
CLASSIFIED
CODE: NONE

ACCOUNTANT

DEFINITION

Under direction, to plan, organize, and participate in responsible and technical fiscal record management, audit and reporting functions and activities;

to perform specialized accounting, auditing, monitoring of school district and county office accounting and financial reporting systems;

to do other related work as directed.

EXAMPLE OF DUTIES

Plan, schedule, audit, coordinate and participate in the preparation and development of accounting records, reports and summaries;

plan, organize, coordinate and participate in the input of accounting, fiscal and statistical data;

request, receive, review and reconcile computer output reports in the auditing and monitoring of county office and school district fiscal reports;

verify state apportionment calculations and prepare monthly revenue allocation reports;

review and verify employment transmittals, contracts and appointments to ensure position control adherence and the availability of funds;

consult with County Office and school district personnel regarding the financial status of special funds and accounts;

work with auditors in the conduct of annual and special audits;

perform a variety of review functions pertaining to the purchase of commodities, goods, materials and equipment;

supervise and direct accounting personnel;

assist in the preparation of a variety of reports mandated by state and federal agencies.

QUALIFICATIONS

Knowledge of:

Principles, methods, practices and procedures concerning financial record management and reporting systems;

legal mandates, policies, regulations and guidelines pertaining to accounting, budget development, expenditure control and fiscal record management and reporting processes;

computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs and data processing related equipment;

cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis functions;

accounting, budget planning and fiscal record management, storage and retrieval systems.

Ability to:

Perform highly responsible and technical accounting, audit and fiscal record management and reporting functions;

organize, monitor, audit, train and evaluate the work of accounting personnel;

prepare fiscal, statistical and narrative reports in a clear and concise manner;

effectively and efficiently review, monitor, audit and verify financial statements, summaries and related reports;

carry out oral and written directions with minimal direction.

Experience:

Two years of experience in accounting.

OR

One year of experience in accounting and a Bachelor of Arts degree in accounting, business, economics or related field.

Education:

Associate of Arts degree including 15 units in accounting and accounting related courses.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS:gs

9/29/15

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