

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED DECEMBER 2005
SALARY SCHEDULE: #85
RANGE: CM 13.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

SENIOR ACCOUNTANT I

DEFINITION

Under general 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.

EXAMPLES OF DUTIES

Supervise and evaluate the performance of assigned accounting personnel;

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

audit, monitor and evaluate the financial records of the County Office internal operation and the fiscal operation of County school districts;

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;

pursue fiscal analyses to determine trends in projected expenditures and revenues to assist in the budget development process;

verify state apportionment calculations and prepare monthly revenue allocation reports;

plan, organize and implement cost accounting systems to ensure adherence to budgetary and expenditure control guidelines, policies and regulations;

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;

plan, organize and conduct orientation and in-service programs regarding budget development, expenditure control, disbursement procedures and other related fiscal matters;

demonstrate an ability to 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;

advanced accounting concepts; 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:

Demonstrate an ability to independently 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;

analyze complex financial and statistical information;

understand and carry out oral and written directions with minimal direction.

Experience:

Four (4) years of responsible experience in accounting.

Education:

Bachelor's degree including 24 units in accounting and accounting related courses.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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 is overtime exempt and has a probationary period of one year.

TS: gs

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