

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 2007
SALARY SCHEDULE: # 85
RANGE: CM 15.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

SENIOR ACCOUNTANT II

DEFINITION

Oversee and perform various accounting functions and activities.

EXAMPLES OF DUTIES

Supervise and evaluate the performance of assigned accounting personnel;

prepare and present financial information for foundation boards, and assist with financial issues;

oversee accounting for fixed asset inventory and prepare reconciliations as needed;

prepare various financial reports and file with appropriate oversight agencies;

maintain accounting records for Certificates of Participation;

maintain schedule of operating and capital lease payments and reconcile to general ledger;

design and maintain spreadsheet applications to analyze data and prepare reports for school district and county office personnel as needed;

run mainframe accounting reports and download information into appropriate software applications as needed;

assist user school district and county office personnel with requests for accounting information and analysis;

provide training to staff on accounting procedures;

monitor internal control compliance;

recommend changes as required;

assist independent auditors with annual audit and year-end worksheets; prepare reports and gather data as requested;

maintain written accounting procedures for accounting staff; revise and update as necessary.

QUALIFICATIONS

Knowledge of:

Accounting principles, methods, practices and procedures for school districts and county offices of education;

budget design, implementation and monitoring;

applicable governmental laws and regulations;

software applications in both personal and mainframe system environments;

advanced accounting principles and concepts.

Ability to:

Demonstrate an ability to design, implement and monitor internal controls;

work independently and accurately;

maintain cooperative and positive inter-department and public relations;

prepare entity-wide financial reports for school districts and county offices;

analyze problems quickly and make pertinent and incisive decisions to solve them;

implement technological solutions to accounting issues through interaction with appropriate personnel;

analyze complex financial and statistical information.

Experience:

Minimum of five (5) years of accounting including one year in a lead or supervisory capacity.

Education:

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

advanced degree or licensing desirable.

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

12/14/15

G:\Senior Accountant II.doc