

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ACCOUNTANT (Range 35)

BASIC FUNCTION:

Under the direction of the Assistant Controller, perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the District; provide technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements.

REPRESENTATIVE DUTIES:

Perform professional accounting work in accordance with a prescribed accounting system and Generally Accepted Accounting Principles. *E*

Prepare a variety of comprehensive financial statements; prepare and maintain records and reports for various accounting areas, including expenditures and revenues, payroll, ledger accounts and accounts payable and receivable; maintain efficient and effective record-keeping systems and audit trails. *E*

Prepare, review and correct school, department and County budget and expenditure transfers; verify account numbers and related information; analyze budget documentation to assure that expenditures are properly charged and do not exceed appropriations; make recommendations accordingly. *E*

Input and maintain payroll and fringe benefit expenses and encumbrances information. *E*

Answer questions and provide a variety of information and assistance to District and other personnel regarding budgets, accounts and related information; provide technical expertise and direction regarding accounting issues and discrepancies; coordinate activities with other departments and District personnel. *E*

Analyze data and prepare projections, financial statements and reports providing statistical and financial information. *E*

Create and distribute monthly ledgers for assigned accounts; balance revenue and expenditure ledgers to County ledgers; assure compliance with account balances and County ledgers; update and maintain ledgers according to established procedures. *E*

Implement and maintain accounts payable and accounts receivable systems and reporting; assure complete and accurate account reports. *E*

Prepare and maintain bank reconciliations for various accounts according to District procedures. *E*

Operate a personal computer and related software applications. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:***KNOWLEDGE OF:***

Accounting and fiscal systems, policies, procedures and practices.
Generally Accepted Accounting Principles applicable to school accounting.
Bookkeeping and financial record-keeping principles.
State school accounting laws, practices and procedures.
The types and uses of modern accounting office machines.
Data processing methods and procedures.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Oral and written communication skills.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer terminal and related software applications.
Technical aspects of field of specialty.

ABILITY TO:

Perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports for the District.
Provide technical assistance to District personnel regarding accounting and budgeting policies, procedures and requirements.
Maintain a variety of fiscal records, accounts and funds.
Analyze and resolve problems and draw accurate conclusions.
Prepare clear and accurate financial statements.
Operate a personal computer and recommend appropriate software needed.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or related field and two years accounting experience.

WORKING CONDITIONS:***ENVIRONMENT:***

Office environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time,
Dexterity of hands and fingers to operate a computer keyboard and calculator.
Seeing to read various statistical data.
Bending at the waist to retrieve materials.