

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2006
FISCAL/CLERICAL SERIES
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

Plans, schedules, audits, coordinates and participates in the preparation and development of accounting records, reports and summaries;

plans, organizes, coordinates and participates in the input of accounting, fiscal and statistical data;

requests, receives, reviews and reconciles computer output reports in the auditing and monitoring of county office and school district fiscal reports;

verifies state apportionment calculations and prepares monthly revenue allocation reports;

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

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

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

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

supervise and direct accounting personnel;

assists 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.

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.

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

ST:rw

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